

Message

**From:** Lane, Vicki [Lane.Vicki@epa.gov]  
**Sent:** 7/7/2017 1:44:54 AM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: V/V Communication Templates

Hi Loretta,

To cut down on inquiries from the employees whose positions are not included in the 2017 VV plan, can't we provide Attachment A. In 2014 all the VERA/VSIP plans were posted on the internet. Are you going to attach the agency's plans once approved by OPM?

Vicki (415) 972-3827

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**From:** Hunt, Loretta  
**Sent:** Thursday, July 6, 2017 4:03 PM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** V/V Communication Templates  
**Importance:** High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov).

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Sent:** 6/15/2017 3:43:25 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Talking Points - VERA and VSIP Town Hall Meetings2017.docx  
**Attachments:** Talking Points - VERA and VSIP Town Hall Meetings2017.docx

Thoughts?

**To:** Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]  
**Cc:** Bonner, Jerome[Bonner.Jerome@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Jimenez, Elaine[Jimenez.Elaine@epa.gov]; Mairose, Sue[Mairose.Sue@epa.gov]; Davis, Cathy[Davis.Cathy@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Marian Cooper[Cooper.Marian@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Loretta Hunt[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Cunningham, Bisa[cunningham.bisa@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 7/3/2017 5:59:52 PM  
**Subject:** RE: VERA/VSIP Planning and Updates  
SSC Schedule V-V June28 2017 .docx

Thank you Liz! We added one more action—agreement with unions.

**From:** Engebretson, Lizabeth  
**Sent:** Friday, June 30, 2017 7:48 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>  
**Subject:** RE: VERA/VSIP Planning and Updates

Debbi,

I had no further recommended changes. Thanks for the opportunity to review.

Regards,

Liz

**From:** Hart, Debbi  
**Sent:** Thursday, June 29, 2017 12:04 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>  
**Cc:** Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Burt, Cynthia

<Burt.Cynthia@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

**Subject:** RE: VERA/VSIP Planning and Updates

**Importance:** High

Here is the updated schedule for your review.

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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-----Original Appointment-----

**From:** Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 5:20 PM

**To:** Hunt, Loretta; Bonner, Jerome; Engebretson, Lizabeth; Taylor, Jeremy; Cunningham, Bisa; Hart, Debbi; Corbett, Krysti; Coomber, Robert; Schulman, Marvin; McNeal, Detha; Peabody, Hitch

**Cc:** Mairose, Sue; Davis, Cathy; Jimenez, Elaine; Brown, Rohn; Atkinson, Ryan; Parker, Gary; Burt, Cynthia; Hampton, Torrey

**Subject:** VERA/VSIP Planning and Updates

**When:** Thursday, June 29, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Teleconference

Call-in:

**Ex. 6 - Personal Privacy**

Conf. code:

**Ex. 6 - Personal Privacy**



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/13/2017 2:18:57 PM  
**To:** Showman, John [Showman.John@epa.gov]  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

LOL—it's all good!

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**From:** Showman, John  
**Sent:** Thursday, July 13, 2017 9:20 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

No but I had already pressed send and Jan and I decided things were happening so quickly to recall it and resend. We're getting applications ....

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**From:** Hart, Debbi  
**Sent:** Thursday, July 13, 2017 9:11 AM  
**To:** Showman, John <Showman.John@epa.gov>  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

Did you intend to put this out so that everyone can see who is in? Just checking...

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**From:** Showman, John  
**Sent:** Thursday, July 13, 2017 8:27 AM  
**To:** Louis, Patricia <Louis.Patricia@epa.gov>; Bell, Shirley <Bell.Shirley@epa.gov>; Black, Cheryl <black.cheryl@epa.gov>; Davis, MichaelH <Davis.MichaelH@epa.gov>; Lluberas, Luis <Lluberas.Luis@epa.gov>; Amorosi, Joanne <Amorosi.Joanne@epa.gov>; Allen, Shakethia <allen.shakethia@epa.gov>; Neely, Rodney <Neely.Rodney@epa.gov>; Mckay, Linda <Mckay.Linda@epa.gov>; Saracco, Silvia <Saracco.Silvia@epa.gov>; Chenkin, Howard <Chenkin.Howard@epa.gov>; Clarke, Denise <clarke.denise@epa.gov>; Valentino, Thomas <Valentino.Thomas@epa.gov>; Lyles, Dianne <lyles.dianne@epa.gov>; Sutton, Donald <Sutton.Donald@epa.gov>; Gillis-Massey, Martina <gillis-massey.martina@epa.gov>; Nelson-Palmer, Brian <nelson-palmer.brian@epa.gov>; Gray, RobertA <Gray.RobertA@epa.gov>; Madison, Tommie <Madison.Tommie@epa.gov>; Macht, Jennifer <Macht.Jennifer@epa.gov>; Hubbell, Holly <Hubbell.Holly@epa.gov>; Brown, Dawn <Brown.Dawn@epa.gov>; Baptist, Douglas <Baptist.Douglas@epa.gov>; Moroni, Susan <moroni.susan@epa.gov>; Vaughn, Celia <Vaughn.Celia@epa.gov>; Koehler, Alfred <koehler.alfred@epa.gov>; Tonsil, Pauline <tonsil.pauline@epa.gov>; Oliver, John <Oliver.John@epa.gov>; Brunecz, Michelle <Brunecz.Michelle@epa.gov>; Danley-Smith, Sylvia <Danley-Smith.Sylvia@epa.gov>; ODEND'HAL, JULIANNE <OdendHal.Julianne@epa.gov>; Alston, Lawrence <Alston.Lawrence@epa.gov>; Greene, Diane <greene.diane@epa.gov>; Hairston, Lakeyshia <Hairston.Lakeyshia@epa.gov>; Smith, Leon <Smith.Leon@epa.gov>; Clark, Cheryl <clark.cheryl@epa.gov>; Messick, Michelle <Messick.Michelle@epa.gov>; Parker, Veronica <Parker.Veronica@epa.gov>; Oboyle, Ellen <oboyale.ellen@epa.gov>; Anthony, Peggy <Anthony.Peggy@epa.gov>; Young, Jill <Young.Jill@epa.gov>; Belles, Richard <Belles.Richard@epa.gov>; Creed, Suzette <Creed.Suzette@epa.gov>; Jones, Traci <Jones.Traci@epa.gov>; Arnold, Eileen <Arnold.Eileen@epa.gov>; Taylor, Jeffrey <Taylor.Jeff@epa.gov>; Wilson, Robert <Wilson.Robert@epa.gov>; Rodriguez, Victor <Rodriguez.Victor@epa.gov>; Barber, Wayne <Barber.Wayne@epa.gov>; Martinez, Doris <Martinez.Doris@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Kirkland, William <Kirkland.William@epa.gov>; Gantt, Adrienne <Gantt.Adrienne@epa.gov>; Hitchcock, Charlie <Hitchcock.Charlie@epa.gov>; Pierce, DeEdria <Pierce.DeEdria@epa.gov>; Love, Stephanie <Love.Stephanie@epa.gov>; Viney, Barbara <Viney.Barbara@epa.gov>;

Beard, Deborah-Ward <beard.deborah-ward@epa.gov>; Keemer, Mary <Keemer.Mary@epa.gov>; Lew, William <Lew.William@epa.gov>; Perkins, Barbara <Perkins.Barbara@epa.gov>; Jackson, Mildred <Jackson.Mildred@epa.gov>; KHATRI, KUSH <Khatri.Kush@epa.gov>; Marusak, Kirk <Marusak.Kirk@epa.gov>; Robinson, Latonya <Robinson.Latonya@epa.gov>; Thomas, Bridgette <thomas.bridgette@epa.gov>; Fields, Deborah <Fields.Deborah@epa.gov>; Williams, Laurie <Williams.Laurie@epa.gov>; Williams, Nicole <Williams.Nicole@epa.gov>; Little, Patricia L. <Little.PatriciaL@epa.gov>; Harris, PhyllisA <Harris.PhyllisA@epa.gov>; Owens, Terri <Owens.Terri@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Smith, HelenT <Smith.HelenT@epa.gov>; Brandon, Shantell <Brandon.Shantell@epa.gov>; Harrison, Tina <Harrison.Tina@epa.gov>; Hood, Anthony <Hood.Anthony@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>; Perry, Mike <Perry.Mike@epa.gov>; Chesley, Don <Chesley.Don@epa.gov>; Brown, Geraldine <Brown.Geraldine@epa.gov>; Green, Eugene <Green.Eugene@epa.gov>; Rousey, Toni <Rousey.Toni@epa.gov>; Joyce, Mark <Joyce.Mark@epa.gov>; Walker, Nadene <Walker.Nadene@epa.gov>; Womack, Sandy <Womack.Sandy@epa.gov>; Wiskerchen, Nicholas <Wiskerchen.Nicholas@epa.gov>; Richardson, Karen <Richardson.Karen@epa.gov>; Gooden, Melanie <Gooden.Melanie@epa.gov>; Fletcher, Linda <Fletcher.Linda@epa.gov>; Jackson, Terrence <Jackson.Terrence@epa.gov>; Settle, Steve <Settle.Steve@epa.gov>; Levesque, Dan <Levesque.Dan@epa.gov>; Brown, Wendy <brown.wendy@epa.gov>; Facey, Lester <Facey.Lester@epa.gov>; McClendon, Michelle <McClendon.Michelle@epa.gov>; Smith-Starckey, Tracie <Smith-Starckey.Tracie@epa.gov>; Terrell, Piyachat <Terrell.Piyachat@epa.gov>; Smith, KentS <Smith.KentS@epa.gov>; Milam, Claire <Milam.Claire@epa.gov>; Nieves, Michael <Nieves.Michael@epa.gov>; Bogus, Alan <Bogus.Alan@epa.gov>; Mercado, EdnaD <Mercado.EdnaD@epa.gov>; Griffin, Malissa <Griffin.Malissa@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Ridings, Sharon <Ridings.Sharon@epa.gov>; Schreefer, Kenneth <Schreefer.Kenneth@epa.gov>; Barnes, Jonathan <barnes.jonathan@epa.gov>; Chopp, Justine <Chopp.Justine@epa.gov>; Ware, Beverly <Ware.Beverly@epa.gov>; Davis-Ray, Bernie <Davis-Ray.Bernie@epa.gov>; Jones, Lynnett <Jones.Lynnett@epa.gov>; White, Wayne D. <White.Wayned@epa.gov>; Robinson, Stacey <Robinson.Stacey@epa.gov>; Jackson, Raphael <Jackson.Raphael@epa.gov>; Bowling, Danita <Bowling.Danita@epa.gov>; Johnson, Dexter <Johnson.Dexter@epa.gov>; Randall, Brenda <Randall.Brenda@epa.gov>; Santiago, Marilsa <santiago.marilsa@epa.gov>; Neill, Charles <Neill.Charles@epa.gov>; McDonald, Joshua <McDonald.Joshua@epa.gov>; Metoyer, Bryford <Metoyer.Bryford@epa.gov>; Eme, Sunday <Eme.Sunday@epa.gov>; Snipes, Rebecca <snipes.rebecca@epa.gov>; Stinger, Peter <Stinger.Peter@epa.gov>; McCutcheon, Pamela <McCutcheon.Pamela@epa.gov>; Armstrong, Marilyn <Armstrong.Marilyn@epa.gov>; Bushta, Jason <Bushta.Jason@epa.gov>; Boyle, Norman <Boyle.Norman@epa.gov>; Dady, John <Dady.John@epa.gov>; Gillikin, Pamela <Gillikin.Pamela@epa.gov>; DeLaCruz-Matthews, Alexandria <DeLaCruz-Matthews.Alexandria@epa.gov>; Rocque, Eulvid <rocque.eulvid@epa.gov>; Tenner, Angie <Tenner.Angie@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Piard-Hylton, Rose <Piard-Hylton.Rose@epa.gov>; Cherry, Linear <Cherry.Linear@epa.gov>; Reid, Carol <Reid.Carol@epa.gov>; Gourdine, Charles <Gourdine.Charles@epa.gov>; HERBAS, ALEJANDRA <herbas.alejandra@epa.gov>; SCOTT, INETHIA <SCOTT.INETHIA@EPA.GOV>; McCleary, James <McCleary.James@epa.gov>; Carbonaro, Joseph <Carbonaro.Joe@epa.gov>; Ross, Jon <Ross.Jon@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Christofel, Dave <Christofel.David@epa.gov>; Smith, Jacqueline <Smith.Jacqueline@epa.gov>; Ward, Anthony <Ward.Anthony@epa.gov>; JOHNSON, ROBIN-TG <Johnson.Robin-TG@epa.gov>; Gonzales, Eddie <Gonzales.Eddie@epa.gov>; Bowlding, Pat <Bowlding.Pat@epa.gov>; Carrillo, Oscar <Carrillo.Oscar@epa.gov>; Kane-Sharp, Bonnie <Kane-Sharp.Bonnie@epa.gov>; Lake, Debbie <Lake.Debbie@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>

**Subject:** Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and

other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate (OARM-RTP employees should contact the HR Shared Service Center in RTP). Attachment C provides contact information for this purpose.

**If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.**

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.


John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341


Message

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/14/2017 10:39:26 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**Subject:** Agency V/V Business Case  
**Importance:** High

<!--[if lte mso 15 || CheckWebRef]-->

Hunt, Loretta has shared OneDrive for Business files with you. To view them, click the links below.

 EPA Prog and Reg Business Cases Tracked Changes 6-14-17.docx

 EPA Prog and Reg Business Cases Tracked Changes 6-12-17.docx

<!--[endif]-->

I'm attaching two documents:

- One has tracked changes (90+ pages).
- The other is the clean version (50 +)

We need to review, address any comments in the margins and make sure the cases read well and make sense.

Detha and I tried to pull out unnecessary information or information that was addressed in the targeted position spreadsheet. However, we may need to add some information back in to ensure we're capturing the business case for each office correctly. This review is our top priority for Thursday.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/26/2017 6:45:04 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** Draft V/V schedule  
**Attachments:** DraftSSC Schedule V-V May2017 .docx

Updated schedule based on Arron's comments and closer read. Minor changes in redline/strikeout and one comment. Agree with Arron that Ex. 5 - Deliberative Process Please update with nay new thoughts when you're back fresh on Tuesday and share back with SSCs before your meeting. Thanks guys in advance! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/11/2017 7:33:52 PM  
**To:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**CC:** Gutshall, Renee [Gutshall.Renee@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Subject:** RE: Proposed V/V Memo Changes

Hi Marilyn-

The attached modifications mostly look fine. I don't recall OEI's max offers for VERA, so not sure if you planned to discuss with Steve.

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

but will call you to discuss in case I'm not understanding the comment. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Braxton, Marilyn  
**Sent:** Tuesday, July 11, 2017 10:40 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Cc:** Gutshall, Renee <Gutshall.Renee@epa.gov>  
**Subject:** Proposed V/V Memo Changes

Debbi & Loretta,

Are you Ok with the attached revisions to the VERA VSIP memo to employees in targeted positions? Steve Fine, our acting AA, requested these revisions. Thanks!

Regards,  
Marilyn

**Marilyn A. Braxton**, Director  
OEI Program Management Officer (PMO) and  
Program Accountable Representative (PAR)  
\*\*\*\*\*

Human Resources & Administration Division | USEPA/OEI/OBOS/HRAD  
[braxton.marilyn@epa.gov](mailto:braxton.marilyn@epa.gov) | 202-564-8192 | **Ex. 6 - Personal Privacy** (mobile) | WJC West 2115A  
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460, Mail Code: 2112T  
(Hours: 8:30am – 6:00pm)

OEI HR Corner: [HR Action Request and Space Request Forms](#)

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Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/14/2017 10:08:13 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: VERA-VSIP Announcement 0601417.docx  
**Attachments:** VERA-VSIP Announcement 0601417.docx

Let me know your comments--- TOMORROW!

LOL Go home!

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Cooper, Marian  
**Sent:** Wednesday, June 14, 2017 4:54 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>  
**Subject:** VERA-VSIP Announcement 0601417.docx

Comments. Drafted to come from Mike but not sure who will send this out.



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/3/2017 7:22:57 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]  
**CC:** Mairose, Sue [Mairose.Sue@epa.gov]; Davis, Cathy [Davis.Cathy@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Brown, Rohn [brown.rohn@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Burt, Cynthia [Burt.Cynthia@epa.gov]; Thomas, Cheryl [Thomas.Cheryl@epa.gov]  
**Subject:** RE: VERA/VSIP notification memo template, general eligibility info, SSC POCs and application instructions  
**Attachments:** Draft Approved VERA-VSIP Announcement 10232014 CIN SSC.DOCX; Draft Approved VERA VISP Application Submission Reminder Notice.docx

FYI—attached is an example memo and attachments that I believe were used previously (at least that's what I found in my files). Does this look familiar to the SSCs?

OHR is updating the template memo and attachment A (approved targeted positions for the office). Attachments B-D (=General Retirement Eligibility info, SSC Points of Contact, application instructions) I believe were put together by the SSCs. I thought I shared this a few weeks ago but maybe not to the full group- my apologies if I did not! Can the SSCs confirm that this looks familiar/is the best example to work from as we move ahead? Thanks! Debbi

P.S. Also attached is a brief note that can be used to remind office employees of application window dates.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

-----Original Appointment-----

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 5:20 PM  
**To:** Hunt, Loretta; Bonner, Jerome; Engebretson, Lizabeth; Taylor, Jeremy; Cunningham, Bisa; Hart, Debbi; Corbett, Krysti; Coomber, Robert; Schulman, Marvin; McNeal, Detha; Peabody, Hitch  
**Cc:** Mairose, Sue; Davis, Cathy; Jimenez, Elaine; Brown, Rohn; Atkinson, Ryan; Parker, Gary; Burt, Cynthia; Hampton, Torrey; Thomas, Cheryl  
**Subject:** VERA/VSIP Planning and Updates  
**When:** Thursday, June 29, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Teleconference

Call-in: Ex. 6 - Personal Privacy  
Conf. code: Ex. 6 - Personal Privacy

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/6/2017 4:52:15 PM  
**To:** Arron Helm [Helm.Arron@epa.gov]  
**Subject:** FW: Draft V/V Communications

\*\*\*\*\*

**From:** Taylor, Jeremy  
**Sent:** Thursday, July 06, 2017 12:48 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>  
**Subject:** RE: Draft V/V Communications

Hello Loretta,

This seems like a total change of course in a way that we were not prepared for. We were not anticipating following up with letters to the specific individuals and have done no preparation to identify those individuals. If this is correct I am very concerned because I don't even know that we could with confidence identify all of the specific people in the next couple of days.

Jeremy A. Taylor  
OARM-RTP-HRMD  
Director  
919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 12:42 PM  
**To:** Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>  
**Subject:** RE: Draft V/V Communications  
**Importance:** High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 05, 2017 5:52 PM  
**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>  
**Subject:** Draft V/V Communications  
**Importance:** High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Sent:** 6/14/2017 8:53:43 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]  
**Subject:** VERA-VSIP Announcement 0601417.docx  
**Attachments:** VERA-VSIP Announcement 0601417.docx

Comments. Drafted to come from Mike but not sure who will send this out.

Message

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/6/2017 4:41:39 PM  
**To:** Bonner, Jerome [Bonner.Jerome@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]  
**Subject:** RE: Draft V/V Communications  
**Attachments:** Prog and Reg VERA-VSIP Announcement 7-6-17.docx

**Importance:** High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 05, 2017 5:52 PM  
**To:** Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>  
**Subject:** Draft V/V Communications  
**Importance:** High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/8/2017 6:46:00 PM  
**To:** OHR PMOs [OHR\_PMOs@epa.gov]; RHRO [RHRO@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Arron Helm [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]  
**Subject:** Status Update: VERA/VSIP  
  
**Importance:** High

Hello!

FYI-- Here's a quick update for your information only. PLEASE DO NOT SHARE BROADLY.

- The V/V team completed its review of the 22 packages submitted by regions and program offices; business cases are sound and targeted position templates are being rolled up into an agency level spreadsheet.
- We began populating the framework for the agency level business case and are analyzing potential cross-cutting impacts.
- We expect to share the draft business case informally with OPM/OMB next week.
- We are drafting a number of communications and talking points to share with offices in the near future.
- We continue to update our Early Out/Buyout website so that employees have all relevant V/V information in one location.
- Weekly meetings with the SSCs and LER were initiated to coordinate union negotiations and ensure a smooth transition from business case acceptance to implementation.

Thanks to all for your support past and as we move forward! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Sent:** 5/26/2017 2:52:51 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Flynn.V.V.2017.rev1.docx  
**Attachments:** Flynn.V.V.2017.rev1.docx

**To:** Cooper, Marian[Cooper.Marian@epa.gov]; Showman, John[Showman.John@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]  
**Cc:** Loretta Hunt[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Thur 6/8/2017 6:28:59 PM  
**Subject:** RE: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities - OARM  
[Draft Approved VERA-VSIP Announcement 10232014 CIN SSC.docx](#)  
[Talking Points - VERA and VSIP Town Hall Meetings2014.docx](#)  
[VERA and VSIP Talking Points - Feb14.docx](#)  
[RevisedRAandAATPs Dec2013.docx](#)

## Ex. 5 - Deliberative Process

All the other attachments are versions of TPs from Round 1 and 2. Thank you Marian!

## Ex. 5 - Deliberative Process

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Cooper, Marian  
**Sent:** Thursday, June 08, 2017 1:26 PM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>



**Subject:** RE: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities - OARM

## Ex. 5 - Deliberative Process

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



**From:** Showman, John

**Sent:** Thursday, June 08, 2017 8:12 AM

**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Cooper, Marian <[Cooper.Marian@epa.gov](mailto:Cooper.Marian@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** FW: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities - OARM

This is what I sent to OARM --- might be able to use some of this... continuing to look at my other info ...

**From:** Showman, John  
**Sent:** Tuesday, October 28, 2014 4:33 PM  
**To:** OARM-ALL <[OARMALL@epa.gov](mailto:OARMALL@epa.gov)>  
**Subject:** Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities - OARM

**I am pleased to announce that the Office of Personnel Management (OPM) has approved our request to offer VSIP (also known as buy-out) and VERA (also known as early-out) opportunities. As our organization implements various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission.**

**In accordance with statute and regulations, we identified for OPM the specific grades, occupational series, and geographic locations designated for VERA and VSIP, and we have received approval from OPM for the categories identified in Attachment A. The total number of VSIPs offered will be 107. If the number of applications received exceeds the total number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date - EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of applications that will be approved by organization, grade, occupational series, and geographic location, as applicable.**

**You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Cincinnati (CIN) Human Resources Shared Service Center (HR SSC) can provide you with more information about VSIPs and VERAs, as well as benefits and retirements, and can assist you with retirement annuity estimates. Attachment C provides a list of your CIN HR SSC contacts. In addition, you are encouraged to review your electronic Official Personnel File (OPF) prior to submitting an application to ensure that all information is accurate.**

**If you decide to apply, you should do so early in the application period, which opens on October 28, 2014 and closes at 11:59 p.m. Eastern time on November 18, 2014. Applications will be accepted during this period using the [electronic application form](#). Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA or VSIP, you must depart during the separation window which ends on January 9, 2015. If you decide to withdraw your**

**application, you must do so by January 8, 2015.**

**If you do proceed with VERA or VSIP, before leaving the Agency you are required to ensure that records for which you are responsible are identified and stored in a record keeping system or transferred to your supervisor or successor. If you have any questions about your records management responsibilities, please contact your Records Liaison Officer.**

**The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.**

**We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.**

**Thank you.**

John L. Showman III, OARM SIO and Director

Office of Policy and Resources Management (3102A)

Office of Administration and Resources Management

(202) 564-5341

**Attachments**

Attachment A

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administration and Resources Management IO/Office of Policy and Resources Management	0301 Miscellaneous Admin & Program 0341 Administrative Officer	GS-13   GS-12 GS-12		
				Ex. 5 - Deliberative Process

Total
0343 GS-15
Management and Program Analyst
Total
Total (OPRM/IO)

**Ex. 5 - Deliberative Process**

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administration (OA)	0018	GS-15		
	Safety &	GS-14		
	Occupational Health Manager	GS-13		

**Ex. 5 - Deliberative Process**

Total	
0080	GS-15
Security	GS-14
Specialist	GS-13
Total	
0301	GS-15
Miscellaneous	GS-13
Admin & Program	GS-12
Total	
0340	GS-15
Program Manager	
Total	
0341	GS-11
Administrative Officer	
Total	
0342	GS-14
Support Services	GS-13
Specialist	GS-12
Total	
343	GS-15
Management and	GS-14
Program Analyst	GS-13
	GS-12
Total	
0350	GS-04
Copy Equipment Operator	
Total	
0351	GS-05
Printing Clerk	
Total	
0808	GS-14
Architect	
Total	
0830	GS-14
Mechanical Engineer	
Total	
1170	GS-14
Realty Specialist	
Total	
1654	GS-14
Printing Officer	

#### Ex. 5 - Deliberative Process

Total

Total (OA)

Ex. 5 - Deliberative Process

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Acquisition Management (OAM)	0301	GS-12		
	Miscellaneous			
	Admin &			
	Program	GS-09		
	0306	GS-12		
	FOIA Specialist			
	0318	GS-09		
	Secretary			
	(Office			
	Automation)	GS-07		
	0341	GS-12		
	Administrative			
	Officer	GS-11		
	0343	GS-15		
	Management	GS-14		
	and Program	GS-13		
	Analyst			
Total				
	0511	GS-13		
	Auditor	GS-12		
Total				
	1102	GS-15		
	Procurement	GS-14		
	Analyst	GS-13		
Total				
	1106	GS-07		
	Procurement			
	Technician			
Total				

Ex. 5 - Deliberative Process

2210

GS-13

Total
-------

Total (OAM)

**Ex. 5 - Deliberative Process**

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Diversity, Advisory Committee Management and Outreach (ODACMO)	0301	GS-11		

Miscellaneous Admin & Program
Total

0343	GS-12
Management and Program Analyst	

**Ex. 5 - Deliberative Process**



Total
-------

Total  
(ODACMO)

**Ex. 5 - Deliberative Process**

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Grants and Debarment (OGD)	0303	GS-08		<b>Ex. 5 - Deliberative Process</b>
	Miscellaneous Clerk and Assistant			
	Total			
	1109	GS-14		
	Grants	GS-13		
	Management Specialist	GS-12		
	Total			
	Total (OGD)			

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Human Resources (OHR)	0201	GS-15		<b>Ex. 5 - Deliberative Process</b>
	Human Resources Specialist			
	Total			
	0301	GS-15		
	Miscellaneous Admin & Program			
	Total			
	0303	GS-06		

0318	GS-06
Secretary (Office Automation)	
0326	GS-04
Office Automation	
0344	GS-07
Management and Program Assistant	
Total	
0343	GS-15
Management and Program Analyst	
	GS-14
	GS-13
Total	
Total (OHR)	

**Ex. 5 - Deliberative Process**

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administration and Resources Management - Cincinnati (OARM-Cin)		GS-14		
	0201			
	Human Resources Specialist			
Total				
	0318	GS-09		

**Ex. 5 - Deliberative Process**

Total		
0343	GS-13	
Management and Program Analyst		
	GS-12	
Total		
0801	GS-13	
General Engineer		
	GS-12	
Total		
0830	GS-13	
	Mechanical Engineer	
Total		
1654	GS-13	
Printing Specialist		
Total		
Total (OARM- Cin)		

**Ex. 5 - Deliberative Process**

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Nu of VERA/VS be Offered
Office of Administration and Resources Management - RTP (OARM-RTP)	0201 Human Resources Specialist	GS-12		
	Total			
	0301 Miscellaneous Admin & Program	GS-14		GS-13
	Total			
	303	GS-04		

Miscellaneous Clerk and Assistant		
Total		
0343	GS-15	
Management and Program Analyst		
	GS-13	
Total		
0801	GS-14	
General Engineer		
	GS-13	
Total		
2010	GS-13	
Inventory Management Specialist		
Total		
2210	GS-13	
IT Specialist		
Total		
Total (OARM-RTP)		

Ex. 5 - Deliberative Process

Attachment B

## Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

You ARE eligible for a VSIP if you:  
**are serving under an appointment without time limitation**

You ARE eligible for VERA if you:  
**meet the minimum age and service requirements:**

You are NOT eligible for VSIP if you:  
**are a reemployed annuitant**

	- at least age 50 with at least 20 years of credible federal service OR	
	- any age with at least 25 years of creditable federal service	
have been currently employed by the federal government for a continuous period of at least three years	have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA	have a disability such that you are or would be eligible for disability retirement
are serving in a position covered by your region or program office's VSIP offer	are serving under an appointment without time limitation	have received a decision notice of involuntary separation for misconduct or unacceptable performance
apply for and receive approval for a VSIP from the Agency	have not received a final removal decision based on misconduct or unacceptable performance	have previously received a VSIP from the federal government
separate by January 9, 2015	are serving in a position covered by your region or program office's VERA offer	performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid
	retire under the VERA option during your program or region's VERA window	performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid

Attachment C

## POINTS OF Contact

**If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the Cincinnati Human Resources Shared Service Center (CIN) Human Resources Shared Service Center (HR SSC) as shown below. You may also contact the CIN HR SSC if you have questions about FHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.**

**Email: CIN\_HRSSC\_Benefits\_Central**

**Please include VERA/VSIP Request in the Subject Line**

**Or**

**Telephone: 513-569-7699**

**If you have specific questions about OARMVERA or VSIP package, please contact Jan Jablonski at (202) 564-9922 or [jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov).**

Attachment D

HOW AND WHEN TO APPLY For VERA and VSIP

Before You Apply	<p><b>Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in an approved employee category by reviewing Attachment A.</b> If you are interested in the VERA or VSIP but are unsure about your eligibility, you should apply during the application window, so the Human Resources Shared Service Center (HR SSC) can make an official determination.</p> <p><b>The Office of Personnel Management has information on its website regarding <u>VERAs</u> and <u>VSIPs</u>. You can view frequently asked questions at <a href="http://intranet.epa.gov/policy/buyouts/index.htm">http://intranet.epa.gov/policy/buyouts/index.htm</a>.</b></p>
Where to Find Additional Information	<p><b>If you need additional information, please call or email the CIN HR SSC points of contact identified in Attachment C.</b></p>
Estimating Retirement Pay	<p><b>The <u>FHR Navigator</u> allows you to estimate your basic annuity. Instructions on how to use the FHR Navigator can be found at <a href="http://intranet.epa.gov/policy/buyouts/index.htm">http://intranet.epa.gov/policy/buyouts/index.htm</a>.</b></p> <p><b>If you would like to discuss your estimated annuity or other benefits or if you would like to have the CIN HR SSC run an estimate for you, please call or email the points of contact identified in Attachment C.</b></p>
Application Window	<p><b>The application window (the time during which you must apply for a VERA or VSIP) opens October 28, 2014, and closes at 11:59 pm Eastern Time on November 18, 2014. Applications submitted after 11:59 p.m. EST, November 18, 2014, will not be considered.</b></p>
Application	<p><b>Step 1: Go to the electronic application form at: <a href="http://intranet.epa.gov/rtp/2015buyout/">http://intranet.epa.gov/rtp/2015buyout/</a></b></p>

## Process

**Step 2: Complete your application form and press submit when you have fully completed all of the blocks. If you need assistance completing the form or if you require an alternative text format, please contact the CIN HR SSC as identified in Attachment C.**

You should apply early in the application window in case you experience any problems or issues in applying.

**Step 3: You will receive an email notification when your application has been received by the HR SSC and your region or program office.**

**Step 4: If you haven't already run your retirement estimate or haven't had the HR SSC complete an estimate for you, please follow the instructions in the box above on Estimating Retirement Pay to obtain an estimate.**

## After You Apply

**The CIN HR SSC will review your application and notify you of your eligibility. You should receive a notification by NLT December 17, 2014. If you are eligible and your application is approved, the CIN HR SSC will ask you to complete the necessary paperwork to process your separation.**

## Attachment E

***This attachment includes specific, approved language about the targeted positions sent to OPM and OMB in OARM's VERA/VSIP submission. The entire submission will be available on the intranet site in the near future.***

## Reshaping the Workforce

The OARM VERA/VSIP proposal will be used to: realign the workforce from general support services to essential programmatic activities necessary for meeting the agency's strategic goals and expanded federal requirements; correct significant competency gaps by creating a limited number of new positions in some current and some new job series to recruit for necessary skill sets; acquire the skills necessary to



respond to new security requirements; restructure, reorganize, and eliminate layering in the organization while reducing the personnel staffing number and needed supervisory requirements; and reduce and rebalance the currently skewed, high-level grade structure by general targeting for separation the GS-13 and above levels, while recruiting at generally lower grade and career ladder levels. These actions will allow us to incorporate new and enhance available competencies and concentrate and redistribute duties in fewer staff according to complexity and grade requirements, ultimately reshaping the workforce, right-sizing the OARM, saving significant personnel costs, and improving overall organizational productivity and performance. The tables in Attachment 3 compare the targeted positions with the positions that will be recruited to address the skill gaps described below. The tables reflect the full performance level (FPL) of each position and the OARM will look to hire at the entry level where possible.

- **Real align organizational and personnel activities from general support services to essential programmatic functions required for meeting agency strategic goals, as well as new and expanded agency priorities and federal environmental and programmatic mandates.**

**The OARM Immediate Office and Office of Policy and Resources Management is realigning its organizational structure to place greater programmatic focus on priority areas and achieve a better distribution of budgetary and staffing resources, thereby resulting in enhanced operational efficiencies. Attachment 1 shows the current organization chart and attachment 2 shows the new organization chart.**

The OARM's plan is to reshape its workforce competencies by transitioning from obsolete administrative positions to more analytical administrative positions and acquiring much-needed technical skills in programmatic positions. The targeted positions and resulting separations will create a limited number of new position vacancies.

## **Ex. 5 - Deliberative Process**

# **Ex. 5 - Deliberative Process**

# **Ex. 5 - Deliberative Process**

# **Ex. 5 - Deliberative Process**

- The Office of Grants and Debarment (OGD) is reshaping its workforce to face the changing landscape of federal grants administration

As stated above, the OGD is facing an evolution in grants management driven by changes in OMB guidelines as well as federal statutes. This change has challenged the OGD to look internally in how it delivers service and address skill gaps. This VERA/VSIP package provides the OGD with the tool it needs to address some of these skill gaps. The OGD will target the following positions:

# **Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

- The Office of Acquisition Management (OAM) is reshaping its workforce to prepare for a move to *Centers of Expertise* and more fully leverage strategic sourcing.

## Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Washington, DC

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

hires:

## **Ex. 5 - Deliberative Process**

Cincinnati, OH

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Durham, NC (Research Triangle Park)

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Headquarters

## **Ex. 5 - Deliberative Process**

Cincinnati, OH

## **Ex. 5 - Deliberative Process**

Durham, NC

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Headquarters

## **Ex. 5 - Deliberative Process**



# **Ex. 5 - Deliberative Process**

Cincinnati, OH

# **Ex. 5 - Deliberative Process**

Durham, NC

# **Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

Jan Jablonski

Office of Administration and Resources Management

3102A

Room 3351G WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 6/16/2017 8:45:30 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** revised business case text fr OA

**Importance:** High

Debbi – Here is the revised business case text fr OA

## Business Case

The Office of the Administrator over the course of many years has become one of the most highly graded organizations in the agency. As part of our strategic vision, we will continue to evaluate how well AO's organizational structure and staffing meets the agency's needs; ensuring that AO operates efficiently and effectively. Consequently, AO requests to:

# Ex. 5 - Deliberative Process

Information Required for VERA and VSIP Requests

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

VSIP-Specific Information

## Ex. 5 - Deliberative Process

VERA-Specific Information

## Ex. 5 - Deliberative Process

Budget Information

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x \$25,000	Ex. 5 - Deliberative Process

Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool \$64.09 x 240 x 65 of Targeted Positions}	Ex. 5 - Deliberative Process	
Total Maximum Direct Costs		

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	Ex. 5 - Deliberative Process	
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires (GS 7,9,11) \$28.35 x 2080 x 64 of Targeted Positions		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

Marvin  
(202) 564-7778

Message

---

**From:** Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]  
**Sent:** 5/25/2017 9:53:33 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: OGC VERA/VSIP Business Case

Our leadership is traveling and has not yet approved the file to send to you. Hopefully, Kraig sends it tomorrow.

I am out of the office tomorrow.

Have a GREAT long weekend!! : )

Gwen

-----Original Message-----

**From:** Hart, Debbi  
**Sent:** Thursday, May 25, 2017 10:15 AM  
**To:** Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: OGC VERA/VSIP Business Case

Thanks Gwen!

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
hart.debbi@epa.gov

\*\*\*\*\*

-----Original Message-----

**From:** Martinez, Gwendolyn  
**Sent:** Wednesday, May 24, 2017 7:21 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** OGC VERA/VSIP Business Case

Hello Loretta.

Per our discussion earlier today, OGC will submit its VERA/VSIP business case in the morning.

Thank you.

Gwen

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/22/2017 3:54:23 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: V/V template

He is confusing May 19<sup>th</sup> and May 24<sup>th</sup> V/V deadlines, which is why I would have forwarded him the message with the appropriate deadline. Do you have his submittal? On call now with OPM.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Parker, Gary  
**Sent:** Monday, May 22, 2017 10:27 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: V/V template

Just spoke with Reggie. He thought deadline was this Wednesday. He is working it right now and will get us something. Do we have a no kidding time today we can allow him to go up to? If he submitted by noon, is that acceptable?

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) 202-253-7099

---

**From:** Hart, Debbi  
**Sent:** Monday, May 22, 2017 9:59 AM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** Re: V/V template

Thanks. You may want to send Donna's ask email with the deadline of May 19 for his reference. DH

Sent from my iPhone

On May 22, 2017, at 9:16 AM, Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)> wrote:

Reggie,

A follow up to my voice mail regarding the VERA/VSIP template submission. We are rolling up each Program Office's and Region's submissions this morning. Haven't seen AO's yet. Can you send please.

R,

Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy



Message

---

**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 2/28/2017 8:21:22 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RIF Timeline and potential cost estimate  
**Attachments:** RIF Estimated Timeline and Cost (005).docx

I spoke with Mark and incorporated a couple of minor comments he offered.

He said this captures all the right steps but that he could not really comment on the timelines I incorporated. He said that best case, for an agency that has everything ready to go – comp levels, comp areas, clearly identified positions etc – a RIF will take 6 months. Since we don't have any of this in order my estimate is VERY aggressive.

Let me know if you want to discuss any of this or want any changes.

Arron E. Helm  
Director  
Office of Administration and Resources Management  
Research Triangle Park  
(919) 541-4252



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

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**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 5/22/2017 1:52:18 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]  
**Subject:** 05222017 VERA VSIP Major Themes For Agency.xlsx  
**Attachments:** 05222017 VERA VSIP Major Themes For Agency.xlsx

Debbi,

Here is roll up of all data. Missing AO and OIG data. Called Reggie Allen and Tawanna, followed with email inquiring about submission. The EPA roll up tab has a few bullet items in the "Summary" section.

R,  
Gary

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/19/2017 10:38:25 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]  
**Subject:** FW: Workforce Reshaping follow up  
**Attachments:** OARM VERA VSIP Major Themes 5 19 17.xlsx

REMINDER: This information is close hold which means we cannot share.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hitchens, Lynnann  
**Sent:** Friday, May 19, 2017 5:56 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** RE: Workforce Reshaping follow up

Debbi – Attached is OARM's matrix. We have a meeting on Monday morning with Donna and John to review, however I think this is a pretty good estimate.

Lynnann Hitchens  
Acting Director, Office of Resources, Operations and Management  
Office of Administration and Resources Management  
P: 202-564-3184  
M: Ex. 6 - Personal Privacy

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**From:** Showman, John  
**Sent:** Friday, May 12, 2017 4:03 PM  
**To:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Lemley, Lauren <[Lemley.Lauren@epa.gov](mailto:Lemley.Lauren@epa.gov)>  
**Subject:** Fwd: Workforce Reshaping follow up

Sent from my iPhone

Begin forwarded message:

**From:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Date:** May 12, 2017 at 3:56:53 PM EDT  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>, 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>

Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, ARA <ARA@epa.gov>

**Subject: Workforce Reshaping follow up**

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not

select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/25/2017 9:27:57 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** SSC Schedule  
**Attachments:** DraftSSC Schedule V-V May2017.docx

**Importance:** High

Uh oh! Should've provided official notice in April! LOL

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Fine, Steven [fine.steven@epa.gov]  
**Sent:** 5/7/2017 4:54:45 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Simon, Harvey [Simon.Harvey@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Subject:** OEI's draft VERA/VSIP themes  
**Attachments:** DRAFT OEI Themes VERA/SIP.docx

Debbi,

Here are OEI's draft VERA/VSIP themes. I apologize these are late.

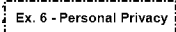
Steve

Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 5/19/2017 9:56:19 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]  
**Subject:** RE: Workforce Reshaping follow up  
**Attachments:** OARM VERA VSIP Major Themes 5 19 17.xlsx

Debbi – Attached is OARM's matrix. We have a meeting on Monday morning with Donna and John to review, however I think this is a pretty good estimate.

Lynnann Hitchens  
Acting Director, Office of Resources, Operations and Management  
Office of Administration and Resources Management  
P: 202-564-3184  
M: 

---

**From:** Showman, John  
**Sent:** Friday, May 12, 2017 4:03 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** Fwd: Workforce Reshaping follow up

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**From:** "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Date:** May 12, 2017 at 3:56:53 PM EDT  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, ARA <ARA@epa.gov>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached



spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

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The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 2/28/2017 4:18:30 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Communication Documents  
**Attachments:** Phase II communication notes.pdf; Phase I Communication Documents.pdf; V-V Implementation Timeline-Separating Jan 2015FINAL.docx; OPM-OMB VERA VSIP Lessons Learned Oct 2014.docx

**Importance:** High

Per our conversation

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 4/10/2017 8:30:24 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** V-V PPT  
**Attachments:** VERA-VSIP Overview Presentation.pptx

Attached

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



# **Voluntary Early Retirement and Voluntary Separation Incentive Authorities**



## What is Voluntary Early Retirement Authority ?

**VERA** (or Early-Out) allows agencies that are undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement.

- Encourages voluntary separations and helps the agency complete the needed organizational change with minimal disruption to the work force.
- Eligible employees receive an immediate annuity years before they would otherwise eligible.
- Use of the authority requires OPM approval.



## VERA Eligibility

The employee must:

- Meet the minimum age and service requirements and be:
  - At least age 50 with at least 20 years of creditable federal service, or
  - Any age with at least 25 years of creditable federal service;
- Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);
- Serve in a position covered by the agency's VERA plan; and
- Separate by the close of the early-out period.



## What is Voluntary Separation Incentive Payment?

VSIP (or Buy-Out) allows agencies that are downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate.

- May be offered to employees who are in surplus positions or have skills that are no longer needed in the workforce and who volunteer to separate by resignation, optional retirement, or by voluntary early retirement.
- Some employees may be eligible for VERA and VSIP and can take both (i.e., retire early with a lump-sum incentive).
- Use of the authority requires OPM approval.



## VSIP Eligibility

The employee must:

- Be serving in an appointment without time limit;
- Be currently employed by the executive branch of the federal government for a continuous period of at least 3 years;
- Be serving in a position covered by the agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
- Apply for and receive approval for a VSIP from the agency making the VSIP offer; and





## VSIP Ineligible

- Reemployed annuitants;
- Eligible for disability retirement;
- Have received a decision notice of involuntary separation for misconduct or poor performance;
- Previously received any VSIP from the federal government;
- Recipient of a student loan repayment during the 36-month period preceding the date of separation,
- Recipient of a recruitment or relocation incentive during the 24-month period preceding the date of separation; and
- Recipient of a retention incentive during the 12-month period preceding the date of separation.





## JUSTIFICATIONS MUST INCLUDE:

- Detailed summary of how the authorities will be used and the anticipated results
- An explanation why the requested incentive(s) are an appropriate strategy for making the required workforce adjustments
- The total number of employees expected to be affected and expected to take advantage of the incentive(s)
- Anticipated budget impact, i.e. direct and indirect costs, savings, etc. (Projected cost savings well received by OMB)
- Detailed list of positions that will be impacted and offered the incentive(s) identified by organizational unit, geographical location, occupational category, grade level and any other relevant factors
- An explanation of how the organization will operate without the eliminated positions
- Current and proposed organizational charts

[DateTime]

8



## THINGS TO REMEMBER

- Use the templates provided by OHR
- Have a plan and be specific
- Link justification to workforce and succession plans
- If addressing “strategic goals” explain what those are
- Don’t use phrases that target age such as “maturing workforce.”
- No requirement to request both VERA and VSIP



## TARGETING POSITIONS

- Target positions, not employees
- Do not target critical positions, required positions (e.g., Budget Officer) or hard to fill positions (IT Security, Contract Specialists)
- Targeted positions must be restructured (different grade, series, duties) or eliminated if vacated via VERA/VSIP.
- Can't target positions for the sole purpose of providing promotional opportunities to remaining staff.



## THE PROCESS

- Program/Region completes templates with targeted positions and business case
- Submit draft to OARM/OHR/PPTD for review and feedback
- Informal review by OPM and OMB
- Submit package for Acting AA of OARM's approval and signature
- Submit officially to OPM and OMB
- Receive Approval

[DateTime]

11

# QUESTIONS

???????



## OHR CONTACTS

Debbi Hart

[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

202-564-2011

Loretta Hunt

[hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

202-564-6963



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/20/2017 6:42:22 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]  
**Subject:** Updated VERA template for final OPM submission  
**Attachments:** VERA FINAL request template EPA June2017.pdf

Per Donna's request, attached is the updated OPM template for VERA. It now leads with this language:

"As part of the agency's ongoing efforts to improve overall efficiency and effectiveness, the EPA is seeking to reduce, restructure and reshape its various program and regional offices. The agency's drive for greater efficacy focused on the following themes: ..."

This version should accompany EPA's final V/V submission.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/10/2017 4:31:27 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: VERA/VSIP Report  
**Attachments:** Eligibility report 4.6.17.xlsx

Also FYI.

---

**From:** Kuhns, Jason  
**Sent:** Thursday, April 06, 2017 12:22 PM  
**To:** Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: VERA/VSIP Report

So I've put together preliminary reports for each program and regional office. Hopefully they work but I do have some questions. How are they going to be shared? Do these need to be easily printable? Is there any other information needed at this point?

Let me know  
Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

---

**From:** Parker, Gary  
**Sent:** Wednesday, April 05, 2017 12:31 PM  
**To:** Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** VERA/VSIP Report

Jason,

Along with this new branch chief/division manager/office leader report you are working on, Debbi asked me (and I am assuming she has already spoke to you) to have a VERA/VSIP eligibility report updated showing all Program Offices and Regions eligibility. This would be needed by the end of the week (Friday). Supposedly the report would be needed on Monday.

Anyway, I have seen some recent activity on this and from speaking with Debbi, sounds like this is a report you are familiar with and know what to do and how to display it. Let me know if you have any questions on this.

Thanks,  
Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy



Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 5/11/2017 1:41:15 PM  
**To:** Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]  
**Subject:** EPA's Workforce Reshaping Efforts (for OMB)

DAVID/CAROL --- Here is information to share with Mike Hickey --- let me know if you have any questions. Thanks.

EPA is currently considering and preparing for strategic workforce reshaping options to effectively and efficiently align the agency's workforce with current or anticipated requirements. This includes:

Use of VERA/VSIP

- The agency's senior leadership is currently identifying themes for a potential FY2017 VERA/VSIP proposal.

Initial Preparation Efforts Associated with a Reduction in Force

- In March, OARM's HR Shared Service Centers began a review and validation of Performance Ratings for all employees covering the last four years. This included identifying and tracking down any missing ratings and ensuring that all ratings had been properly entered into our personnel management system.
- OARM conducted research and reviewed revised OPM issuances regarding Reduction in Force and Workforce Restructuring.
- OARM consulted with the Office of Personnel Management regarding the RIF process, Competitive Areas and Competitive Levels, as well as opportunities to engage assistance from OPM should we enter into a RIF process.
- The Agency reviewed its RIF Policy and competitive areas.
- The Agency has established new competitive levels in order to effectively run a Reduction in Force.
- In 2013 several EPA HR Operations and Policy staff attended Reduction in Force Training provided by the USDA Graduate School. The Agency is exploring training opportunities with the USDA Graduate School and/or Office of Personnel Management for additional employees.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."



Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/25/2017 7:23:30 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]  
**Subject:** Fwd: Update on V/V

Begin forwarded message:

**From:** "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Date:** May 25, 2017 at 2:39:55 PM EDT  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, ARA <ARA@epa.gov>  
**Subject:** Update on V/V

Hi Everyone,

We received the green light to move forward. Thanks to those offices that sent in their packages. Please keep them coming. We are working on an announcement of the decision to staff, early communication, engaging the unions, a timeline and funding considerations. We will have an update on Tuesday at our noon meeting.

Enjoy the long weekend.

Donna

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 4/10/2017 3:39:06 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: non-supervisory positions  
**Attachments:** Restructure Nonsupervisory lh.docx

Edit attached

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Monday, April 10, 2017 11:12 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** FW:

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Cooper, Marian

**Sent:** Tuesday, November 05, 2013 2:24 PM

**To:** Kantrowitz, Susan <[Kantrowitz.Susan@epa.gov](mailto:Kantrowitz.Susan@epa.gov)>; Freeman, Angela <[Freeman.Angela@epa.gov](mailto:Freeman.Angela@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:**

Here is the file!

Marian Pechmann Cooper

Special Assistant to the Assistant Administrator  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233





Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/19/2017 9:11:44 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fwd: V/V Materials: Matrix and Targeted Position Template  
**Attachments:** OARM VERA VSIP Major Themes.xlsx; ATT00001.htm; OARM Targeted Position Template.xlsx; ATT00002.htm

Not sure if Lynnann passed along.

Begin forwarded message:

**From:** "Lemley, Lauren" <Lemley.Lauren@epa.gov>  
**Date:** May 19, 2017 at 2:55:30 PM MDT  
**To:** "Showman, John" <Showman.John@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>  
**Cc:** "Wheeler, Kimberly" <Wheeler.Kimberly@epa.gov>  
**Subject:** V/V Materials: Matrix and Targeted Position Template

Hi,

I sent this to Lynnann earlier this afternoon for review. I know she is out of the office and I wasn't sure if it was forwarded on. I wanted to make sure you all had the documents. Thanks!

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

---

**From:** Lemley, Lauren  
**Sent:** Friday, May 19, 2017 12:52 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Matrix and Targeted Position Template

Hi,

Please see the two documents attached – the completed matrix and the targeted position template. A couple of things:

For the Matrix – I have put two tabs – one rolls up to OARM level and one shows each office breakdown. Also, I followed the directions in the email and put the across appropriations entries in that column and then included a comment to show the breakdown.

Target Position Template – Again two tabs – one with numbers and one with names/office/division. The template is complete with all office clarifications. I am missing a few names from OAM – those are highlighted in yellow (second tab)

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

Message

---

**From:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]  
**Sent:** 5/17/2017 10:13:59 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: 2014 NTEU VERA/VSIP PDI Draft MOU  
**Attachments:** EPA VERA VSIP MOU.pdf

**Importance:** High

Debbi,  
Hi – Sharing if this is also helpful.

Regards,  
Liz

---

**From:** Roberts, Suzanne  
**Sent:** Monday, February 10, 2014 1:39 PM  
**To:** Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Ciccarello, Nancy <Ciccarello.Nancy@epa.gov>  
**Subject:** FW: NTEU VERA/VSIP PDI Draft MOU  
**Importance:** High

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 5/19/2017 6:54:27 PM  
**To:** Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fw: Workforce Reshaping follow up  
**Attachments:** VERA- VSIP FAQ's Managers 5-12-17.docx; Agency Themes V-V 2017.xlsx; VERA VSIP Major Themes.xlsx

Additional V/V info

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**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:56 PM  
**To:** 2017HQfirstassistants; 2017Regionfirstassistants  
**Cc:** Hart, Debbi; Parker, Gary; Hunt, Loretta; Gray, Linda; Carpenter, Wesley; DAA-Career; DRA; ARA  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/25/2017 6:49:04 PM  
**To:** Marian Cooper [Cooper.Marian@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** V/V communications  
**Attachments:** MassMailer HooksOARM March2014.docx; All Hands MessagesVV Update Feb2014.docx; MassMailerVVAnnouncementDec2013.docx; OARM VV communication to OA Employees Round 1 Feb2014.docx

Found these from Nanci and Craig plus Mass Mailers!

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]  
**Sent:** 5/17/2017 10:11:41 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: VERA VSIP FY14 Key Dates and Guidance.docx  
**Attachments:** VERA VSIP FY14 Key Dates and Guidance.docx

Hi – sharing if this is helpful.

Regards,  
Liz

---

**From:** Roberts, Suzanne  
**Sent:** Thursday, February 06, 2014 7:32 AM  
**To:** Ciccarello, Nancy <Ciccarello.Nancy@epa.gov>; Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** VERA VSIP FY14 Key Dates and Guidance.docx

Revised based on today's meeting.

## Key Dates and Actions for the FY14 VSIP and VERA Programs

As of [ DATE \@ "MMMM d, yyyy" ]

Date	Action	Responsible Organization
February 6	MOU signed with unions Official notice sent to unions	Office of Human Resources (OHR) and unions
February 6	Redacted packages posted to OHR website	OHR
February 6	All employee email from Administrator	Office of the Administrator
February 6-7	All hands meetings with employees	Regions and Program Offices (RAs/AAs or senior managers)
February 7	Templates finalized	HR Shared Service Centers
February 7	Notification emails sent to employees	Regions and Program Offices (RAs/AAs or other senior managers)
February 10	Application window opens	N/A
February 10	Application review begins	HR Shared Service Centers
February 20	All employee reminder email	Regions and Program Offices (RAs/AAs or other senior managers)
March 5	Application window closes Preparation of eligible lists begins	HR Shared Service Centers
March 6	Acceptance of late applications begins	HR Shared Service Centers
March 12	Acceptance of late applications ends	HR Shared Service Centers
March 12-15	Local communication on status	Regions and Program Offices (HROs and PMOs or others)
March 19	Final eligibility determinations made	HR Shared Service Centers
March 21	Eligibility lists sent to regions and program offices (HROs and PMOs)	HR Shared Service Centers
March 24	Responses due back to HR Shared Service Centers	Regions and Program Offices (HROs and PMOs)
March 25	Notifications to employees regarding final offers	HR Shared Service Centers
March 25	Separation window opens Separation actions processed	HR Shared Service Centers
April 2	Last day to decline offer	VERA/VSIP eligibles
April 2-3	Offers sent to eligibles on the waiting list	HR Shared Service Centers
April 2-4	Separation actions processed for eligibles on waiting list	HR Shared Service Centers
April 4	Separation window closes; all separating employees off the rolls	HR Shared Service Centers

**Administering the FY14 VSIP and VERA Programs**  
**Human Resources Shared Service Center Activities**  
**February 6, 2014**

<b>Preparatory Phase ON-GOING</b>	<ol style="list-style-type: none"> <li>1. Conduct VERA/VSIP retirement and FHR Navigator sessions to provide employees with information</li> <li>2. Counsel potential applicants on retirement matters: <ul style="list-style-type: none"> <li>• paperwork,</li> <li>• desirable separation dates,</li> <li>• continuation of FEGLI and survivor benefits,</li> <li>• Thrift Savings Plan options,</li> <li>• SSI and Medicare,</li> <li>• final checks for salary and lump sum for annual leave, etc.</li> </ul> </li> <li>3. Work with local managers (HROs and PMOs) to identify employees who will not have email access (those on LWOP, military leave, IPAs, etc.)</li> <li>4. Provide template notices to HROs and PMOs</li> <li>5. Prepare to provide annuity computations for potential applicants upon request</li> </ol>
<b>Application Window: February 10, 2014 – March 5, 2014</b>	<ol style="list-style-type: none"> <li>1. Accept applications via electronic application form; employees receive automatic notification of application submittal; SSCs and regional/program POCs receive notification</li> <li>2. Maintain database of applicants. As process proceeds, update database to indicate eligibility or ineligibility of applicants</li> <li>3. Verify the eligibility of all applicants to be considered by checking: <ul style="list-style-type: none"> <li>• buy-out eligibility (see Eligibility Checklist)</li> <li>• retirement eligibility – optional or early (for early-out see Eligibility Checklist) – as of proposed separation date</li> </ul> </li> <li>4. If necessary clarify eligibility of applicants who contest ruling that they are ineligible</li> </ol>
<b>Separation Window: March 27, 2014 – April 4, 2014</b>	<ol style="list-style-type: none"> <li>1. Process retirements and resignations. <ul style="list-style-type: none"> <li>• For buy-outs, two actions must be processed. The first will be for payment of the buy-out (this one can be done first, as we cannot pay someone who is off the rolls). The second will be to effect the retirement or resignation. With the concurrence of management, PMOs and HROs (or their designees) will initiate the 52s for each buy-out/separation.</li> <li>• SSCs will be responsible for computing the amount of the buy-out stated on the SF-52. These computations should be verified by an employee other than the employee who performed the computations.</li> <li>• For early-outs <u>without</u> buy-outs, only one 52 must be processed.</li> </ul> </li> </ol>



Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 5/19/2017 6:51:37 PM  
**To:** Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fw: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx  
  
**Importance:** High

Gwen, per our conversation.

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/19/2017 8:58:36 PM  
**To:** Breneman, Sara [breneman.sara@epa.gov]  
**CC:** Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** RE: Organizational Chart  
**Attachments:** Answers to ARA & HR Community V-V Questions

Hello Sara-

You may have missed the information on org charts that Wes sent out last week (see first Q&A attached). We really do try to get back to you guys on your questions! Bottom line is we'd like to see it in PowerPoint and we only need the chart to go down to the organizational level described in your business case=affected organizations. Formatting is up to you—we are trying to make this as easy as possible. Please let us know if you have other questions. Thanks! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Breneman, Sara  
**Sent:** Friday, May 19, 2017 4:33 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>  
**Subject:** Organizational Chart

Hi Debbi,

Do you have any guidance on the format for the organizational chart for the 5/24 submittal? Do you want it to be in bubbles, down to the affected organization (minimum Branches), the whole Region down to each organizational unit, or the whole Region down to the number of positions? What program would you like us to use? Powerpoint?

Have a great weekend!

Thanks,  
Sara

Message

**From:** Carpenter, Wesley [Carpenter.Wesley@epa.gov]  
**Sent:** 5/8/2017 7:01:23 PM  
**To:** ARA [ARA@epa.gov]  
**CC:** OHR PMOs [OHR\_PMOs@epa.gov]; RHRO [RHRO@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** Answers to ARA & HR Community V-V Questions

ARAs:

This is a follow-up to answer some V-V questions the HR Community and you posed to OARM recently, which are provided below.

1. **Question:** What format should offices use for the org charts?

**Answer:** PowerPoint. The org charts should go down to the appropriate level to illustrate the organization's current and proposed organization.

2. **Question:** Does an organization need to submit a proposed PD up front if a targeted position is going to be restructured but will remain the same series and grade (or FPL)?

**Answer:** No. The program must provide details about the proposed changes to the position in the business case. It is the agency's responsibility to ensure proper restructuring of the position takes place.

3. **Question:** What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

**Answer:** A safe position is a position that isn't specifically targeted for elimination or restructuring but would allow for the placement of another employee who's targeted position would be eliminated or restructured if vacated under V-V. Basically, it's a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the V-V authorities. Of course, this option assumes the employees who remain would meet the qualifications for the safe positions. The organization's business case must identify and explain any "safe position" plans.

*Example*

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

Please contact Debbi Hart or Loretta Hunt if you have any other V-V questions. Thanks.

Wesley J. Carpenter  
Deputy Director, EPA's Office of Human Resources  
Tel. No.: 202-564-2019  
Cell Phone: **Ex. 6 - Personal Privacy**  
E-mail: carpen.wesley@epa.gov

Message

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**From:** Terris, Carol [Terris.Carol@epa.gov]  
**Sent:** 5/12/2017 6:06:57 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** Fwd: URGENT --- Updated V/V template with themes, counts

Sent from my iPhone

Begin forwarded message:

**From:** "Terris, Carol" <Terris.Carol@epa.gov>  
**Date:** May 12, 2017 at 1:58:47 PM EDT  
**To:** "Showman, John" <Showman.John@epa.gov>  
**Subject:** Re: URGENT --- Updated V/V template with themes, counts

Sorry in meetings/ was not checking email

So looks like the plan is to have folks identify the approp...

This looks fine for that

For multiples how about a column and a comment?

Sent from my iPhone

On May 12, 2017, at 10:51 AM, Showman, John <Showman.John@epa.gov> wrote:

Any thoughts --- will this address your budget/appropriation need? Donna is looking to issue something later today ....

---

**From:** Hart, Debbi  
**Sent:** Friday, May 12, 2017 8:52 AM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Updated V/V template with themes, counts

Morning. Please see attached and let us know your thoughts. Do we need to provide guidance on how to deal with positions that cross multiple appropriation codes?

. Thanks.

<New V.V template.xlsx>

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/25/2017 2:14:03 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)  
**Attachments:** VERA VISA ORG CHARTS - 05-2017.pptx; AO VERA VISA Business Case.docx; AO Approved Targeted Positions Template-Final.xlsx

Lucky 13 ☺

---

**From:** Allen, Reginald  
**Sent:** Wednesday, May 24, 2017 5:59 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>  
**Subject:** RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Debbi

Please find attached AO's VERA/VSIP submission.

Best  
Reggie

*Reginald E. Allen, SES*  
*Assistant Deputy Chief of Staff*  
*U.S. Environmental Protection Agency*  
*Office 202-564-0444*  
*Direct 202-564-1029*  
*Cell* Ex. 6 - Personal Privacy

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**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 4:45 PM  
**To:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
 Director  
 Policy, Planning & Training Division  
 OHR, OARM  
 USEPA  
 202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.



1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Helm, Arron [Helm.Arron@epa.gov]  
**Sent:** 7/26/2017 4:23:33 PM  
**To:** Showman, John [Showman.John@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: VERA VSIP Applications Received

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**From:** Bowman, Chelsea  
**Sent:** Wednesday, July 26, 2017 12:01 PM  
**To:** Martinson, Alice <Martinson.Alice@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>  
**Cc:** Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Ashley, Cheryl <Ashley.Cheryl@epa.gov>; Scribbs, Alison <scribbs.alison@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>  
**Subject:** VERA VSIP Applications Received

As of 12:00 this afternoon, 460 VERA/VSIP applications have been received agency-wide.  
Below is the breakdown by SSC and then by Program/Region.

## ALL by HR SSC

HR Shared Service Center	Total	
	1	
Cincinnati	196	
ERD	3	
Las Vegas	51	
RTP	209	
	Total	
	460	

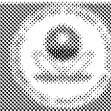
Program or Region	Total	
AO	14	
OAR	3	
OARM	29	
OCFO	17	
OCSP	14	
OECA	44	
OEI	17	
OGC	2	
QITA	3	
OLEM	10	
ORD	32	
OW	25	
Region 1	27	
Region 10	6	
Region 2	7	
Region 3	55	
Region 4	26	
Region 5	32	
Region 6	37	
Region 7	33	
Region 8	4	
Region 9	15	
	Total	
	460	

-Chelsea

Chelsea Bowman  
Human Resources Specialist  
U.S. Environmental Protection Agency  
OARM-RTP/HRMD  
Research Triangle Park, NC 27711  
Phone: 919-541-4215  
Fax: 919-541-0724  
[bowman.chelsea@epa.gov](mailto:bowman.chelsea@epa.gov)

OARM-RTP

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Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/10/2017 7:21:34 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: VERA/VSIP FAQs  
**Attachments:** VERA- VSIP FAQ's - Revised 12-31-13.doc

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**From:** Engebretson, Lizabeth  
**Sent:** Wednesday, May 10, 2017 11:27 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: VERA/VSIP FAQs

Debbi,  
I heard your message ... I am searching archive and will forward V/V related items to be of support. Here's an FAQ that was shared. I am looking for the substantive PD change guidance as well.

Regards,  
Liz

---

**From:** Johnson, Sheron  
**Sent:** Thursday, January 02, 2014 7:21 AM  
**To:** Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>  
**Subject:** FW: VERA/VSIP FAQs

*Sheron E. Johnson*

Director, Human Resources Management Division-Las Vegas, OARM-CI  
Environmental Protection Agency  
4220 S. Maryland Parkway, Bldg A, Suite 100  
Las Vegas, NV 89119-7528  
(702) 798-2413 (w)  
(702) 798-2416 (f)

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**From:** Helm, Arron  
**Sent:** Thursday, January 02, 2014 5:15 AM  
**To:** Roberts, Suzanne; Ciccarello, Nancy; Johnson, Sheron  
**Cc:** Davis, Cathy  
**Subject:** VERA/VSIP FAQs

Attached are updated FAQs. We would like to forward these to be posted on the OHR Website – I spoke with Debi Hart and she pulled the outdated information off of the OHR Early Out/Buy Out site and we can use that as a central place to post what we think we should relative to VERA/VSIP/Retirement.

These are updated from the last one we did for the Administrator's Office. Please let me know if you are comfortable with these or if you have any suggestions/edits etc.

Thanks.

Arron E. Helm  
Deputy Director  
Human Resources Management Division  
Office of Administration and Resources Management-RTP  
(919) 541-4252



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Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/19/2017 6:09:16 PM  
**To:** Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: OCSPP Workforce Reshaping follow up  
**Attachments:** VERA VSIP Major Themes OCSPP 5.17.17.final.xlsx



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**From:** Wise, Louise  
**Sent:** Friday, May 19, 2017 1:30 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>  
**Subject:** OCSPP Workforce Reshaping follow up

Donna and Debbi – Here is the spreadsheet for OCSPP. Enjoy your weekend!

**From:** "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Date:** May 12, 2017 at 3:56:53 PM EDT  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, ARA <ARA@epa.gov>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/10/2017 3:54:37 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: V/V Questions

- For restructured positions, state in business case some info about how positions will be restructured (change grade, change series, supervisory to non-supervisory or substantively different duties.
- Yes.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Wednesday, May 10, 2017 10:13 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** V/V Questions

GM – After I read through the submission, I came up with these questions:

- I we are reshaping positions how specific do we need to be in explaining the reshaping?
- If we have a broad pool, can we limit the number of offers by sub-office level

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/14/2017 6:24:42 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** V-V Business Case Checklist April2017final.docx; Targeted Positions Template .xlsx; VERA-VSIP Overview Presentation April2017.pptx; Guiding Questions WFP revApril2017.docx; VV ExampleThemeJustificationsApril2017.docx; vera\_guide.pdf; vsip\_guide.pdf

**Importance:** High

With updated Targeted Positions Template. So this is final package to date. DH

---

**From:** Hart, Debbi  
**Sent:** Friday, April 14, 2017 12:47 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Here is what we've compiled—hopefully the instructions are clear. Feel free to modify message as needed. Merci! Debbi

\*\*\*\*\*  
\*\*\*\*\*

Greetings EPA Colleagues-

As previously discussed, please find attached VERA/VSIP materials intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 15, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.

2. Targeted Positions Template – Pre-populated with your office’s V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year’s submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/27/2017 4:33:19 PM  
**To:** Kirkland, William [Kirkland.William@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov]  
**Subject:** FW: Need to update link  
**Attachments:** vera\_guide.pdf; vsip\_guide.pdf

**Importance:** High

Hey Bill-

I think we need to archive what's there and replace with these two updated V/V guides. You can leave the title but pull everything else! Sorry for the delay. I'll be out of the office after today for a whole week (hooray!) Please contact Loretta with any questions. Thanks! Debbi

[http://](#) Ex. 6 - Personal Privacy

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hart, Debbi  
**Sent:** Monday, April 24, 2017 1:35 PM  
**To:** Moore, Bobby <Moore.Bobby@epa.gov>  
**Cc:** Martinez, Doris <Martinez.Doris@epa.gov>; Kirkland, William <Kirkland.William@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>  
**Subject:** RE: Need to update link

Got it—thank you!

Bill—I'll try to call you shortly.

---

**From:** Moore, Bobby  
**Sent:** Monday, April 24, 2017 1:34 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Martinez, Doris <[Martinez.Doris@epa.gov](mailto:Martinez.Doris@epa.gov)>; Kirkland, William <[Kirkland.William@epa.gov](mailto:Kirkland.William@epa.gov)>  
**Subject:** Re: Need to update link

Hi Debbi,

Bill Kirkland can help with this. I've included him in the message.

Sent from my iPhone

On Apr 24, 2017, at 12:05 PM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Doris-

Who can we work with to get this link updated quickly? Thanks in advance. Debbi

[http:](#) **Ex. 6 - Personal Privacy**

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/17/2017 5:25:14 PM  
**To:** Brincks, Mike [brincks.mike@epa.gov]  
**Subject:** V/V question

Mike-

As discussed, this FAQ was for you. Thanks for your call and let me know if other issues arise. Debbi

**18. Can VSIP be limited to only early and optional retirement eligibles?**

Technically, yes. However, when considering *retirement eligibility* to determine the categories of employees who will be offered VSIP, organizations are advised to ensure they are in compliance with the Age Discrimination in Employment Act of 1967 (ADEA), as amended.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/10/2017 3:24:03 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Additional Workforce Planning Information for OEI  
**Attachments:** vsip\_guide.pdf; vera\_guide.pdf; VERA OPM Checklist.doc; VSIP OPM Checklist.doc; Training Flyer 2013 (2).docx; Reorg Process At-A-Glance Sept 2013.xlsx; Employee Counseling and Assistance Program.docx; FY14 Workforce Planning Process Team Contact List Team 1.docx; 2013 2014 Retirement Seminars.docx; Welcome to FHR Navigator 2013.docx; Retirement Benefits Servicing 2013.pdf

**Importance:** High

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hart, Debbi  
**Sent:** Wednesday, November 13, 2013 4:08 PM  
**To:** Wynn, Renee <Wynn.Renee@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Layne, Arnold <Layne.Arnold@epa.gov>; Young, Brenda <young.brenda@epa.gov>; Young, Robbie <Young.Robbie@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Freeman, Angela <Freeman.Angela@epa.gov>; Kantrowitz, Susan <Kantrowitz.Susan@epa.gov>  
**Subject:** Additional Workforce Planning Information for OEI  
**Importance:** High

Greetings from your Workforce Planning Tiger Team—

As mentioned during our initial meeting, please see the link below and the attached material for additional information on workforce reshaping. The following link is an OPM webcast that provides an overview of VERA and VSIP: <http://www.youtube.com/watch?v=TFH3OrQCvwk>.

The eleven attachments include the following information:

1. VERA/VSIP
  - a. OPM VERA Guide
  - b. OPM VSIP Guide
  - c. OPM VERA checklist
  - d. OPM VSIP checklist
2. Retirement Information
  - a. 2013-14 Retirement Seminars
  - b. Retirement Benefits Servicing/Counselors
  - c. Retirement Calculations Using FHR Navigator
3. Training/Retraining

4. Reorganizations
5. Employee Counseling and Assistance Program
6. Tiger Team Points of Contact

As always, please contact your Tiger Team lead or me with any questions. We stand ready to assist! Debbi

Debbi Hart  
Chief, Human Capital Planning Branch  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



Message

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**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 5/10/2017 11:38:06 AM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** V/V Themes  
**Attachments:** Book1.xlsx

Debbi,

Here is my review and themes I saw.

R,  
Gary

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/25/2017 1:36:34 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: OEI VERA/VSIP Business Case  
**Attachments:** OEI VERA-VSIP Business Case\_5.24.2017 Final.docx; OEI Targeted Positions Template - 5.24.20171.xlsx; OEI V-V Org Chart 05-15-2017.pptx

Woo hoo! #10

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**From:** Fine, Steven  
**Sent:** Wednesday, May 24, 2017 4:40 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Maher, Karen <Maher.Karen@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>  
**Subject:** OEI VERA/VSIP Business Case

Debbi,

As requested, please find attached OEI's VERA/VSIP Business Case and associated files. Please let us know if you have any questions or comments as you prepare the Agency's formal proposal.

Thank you,  
Steve

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 4/10/2017 3:22:06 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Guiding Questions for workforce planning  
**Attachments:** Guiding Questions WFP 2017 lh.docx; Workforce Planning Considerations Nov 2017 lh.docx

Edits attached

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Hart, Debbi  
**Sent:** Monday, April 10, 2017 11:08 AM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: Guiding Questions for workforce planning

Hey-

As I'm going through all of the old V/V material, I will be licking some things over to you for consideration in case we want to include as guidance to regions/programs this time around. Some of it may not be as helpful but I'm going conservative to be safe! D

---

**From:** Hart, Debbi  
**Sent:** Monday, November 04, 2013 2:41 PM  
**To:** Freeman, Angela <[Freeman.Angela@epa.gov](mailto:Freeman.Angela@epa.gov)>; Kantrowitz, Susan <[Kantrowitz.Susan@epa.gov](mailto:Kantrowitz.Susan@epa.gov)>  
**Subject:** Guiding Questions for workforce planning

With Angela's edits incorporated. Thoughts? D

Debbi Hart  
Chief, Human Capital Planning Branch  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/14/2017 4:50:45 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** V-V Business Case Checklist April2017final.docx; Targeted Positions Template.xlsx; VERA-VSIP Overview Presentation April2017.pptx; Guiding Questions WFP revApril2017.docx; VV ExampleThemeJustificationsApril2017.docx; vera\_guide.pdf; vsip\_guide.pdf

**Importance:** High

Better?

---

**From:** Hart, Debbi  
**Sent:** Friday, April 14, 2017 12:47 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Here is what we've compiled—hopefully the instructions are clear. Feel free to modify message as needed. Merci! Debbi

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# Ex. 5 - Deliberative Process

# **Ex. 5 - Deliberative Process**

Message

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**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 7/19/2017 4:16:57 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Please take a careful look-- if anything bothers you let me know ASAP! EOM  
**Attachments:** VERA VSIP edit COS July2017 lh edits.docx

Debbi,

This version contains Loretta's comments, as well as mine. I highlighted my text changes in yellow and have 1 comment inserted.

R,  
Gary

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/19/2017 4:11:40 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: Please take a careful look-- if anything bothers you let me know ASAP! EOM  
**Attachments:** VERA VSIP edit COS July2017 lh edits.docx

**Importance:** High

Minor comments/edits.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Hart, Debbi  
**Sent:** Wednesday, July 19, 2017 12:03 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** Please take a careful look-- if anything bothers you let me know ASAP! EOM  
**Importance:** High

Gary—I've already mentioned concern about numbers in last paragraph—donna plans to raise it with Ryan.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/19/2017 4:02:36 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** Please take a careful look-- if anything bothers you let me know ASAP! EOM  
**Attachments:** VERA VSIP edit COS July2017docx (002).docx

**Importance:** High

Gary—I've already mentioned concern about numbers in last paragraph—donna plans to raise it with Ryan.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/14/2017 1:15:49 PM  
**To:** Carpenter, Wesley [Carpenter.Wesley@epa.gov]  
**BCC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Subject:** EPA Workforce Reshaping Information  
**Attachments:** V-V Business Case Checklist April2017final.docx; VERA-VSIP Overview Presentation April2017.pptx; Guiding Questions WFP revApril2017.docx; VV ExampleThemeJustificationsApril2017.docx; vera\_guide.pdf; vsip\_guide.pdf

Thanks for reviewing! Really want to make sure all instructions are clear. Gary is adding some last minute edits to the Targeted Positions Template so I will send it over as soon as it is complete. Otherwise, this should be the full package. I'm going to be adding a list of all the attachments with a brief description of what they are and can be used for. Please let me know your thoughts. THANKS AGAIN!

\*\*\*\*\*

Greetings EPA Colleagues-

As previously discussed, please find attached VERA/VSIP materials intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (i.e., VERA/VSIP Overview PowerPoint, Guiding Questions, Example Theme and Justifications, VERA and VSIP Guides from OPM).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 15, 2017**.

- Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Checklist)
- Completed Targeted Positions Template
- Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

Message

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 4/13/2017 8:26:06 PM  
**To:** Coogan, Daniel [Coogan.Daniel@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Workforce Info

Dan,

Do these charts make sense based on my previous question? I used OCFO's tables as a model. Thanks.

# Ex. 5 - Deliberative Process

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Coogan, Daniel  
**Sent:** Thursday, April 13, 2017 4:11 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Workforce Info

Yes,

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Dan  
Director, Resources, Analysis and Planning Division  
Office of Resources, Operations and Management, OARM  
o: 202-564-1862  
c: 202-355-4943  
SEE – PHS – OARM Budget – RAPD

**From:** Hunt, Loretta  
**Sent:** Thursday, April 13, 2017 4:07 PM  
**To:** Coogan, Daniel <Coogan.Daniel@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Workforce Info

Dan,

When asking programs and regions to estimate savings, should projections be based on FY18 and FY19? Since most folks wouldn't come off the rolls until the end of FY17, I figured there won't be much savings in FY17.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Coogan, Daniel  
**Sent:** Thursday, April 13, 2017 11:17 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: Workforce Info

I recommend going with OCFO's. It captures all of the major workforce costs that we associate with an FTE (and it's easier to understand).

Dan  
Director, Resources, Analysis and Planning Division  
Office of Resources, Operations and Management, OARM  
o: 202-564-1862  
c: 202-355-4943  
SEE – PHS – OARM Budget – RAPD

**From:** Hart, Debbi  
**Sent:** Thursday, April 13, 2017 11:13 AM  
**To:** Coogan, Daniel <Coogan.Daniel@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** FW: Workforce Info

Dan- can you please take a look at the costs section of the two attached proposals (extracted below) and let us know from your perspective if OCFO's format is sufficient for capturing costs?

**Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks! Debbi

# Ex. 5 - Deliberative Process

# **Ex. 5 - Deliberative Process**

# **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Estimated Savings

# **Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Thursday, April 13, 2017 10:57 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Workforce Info

Okay, the old agency V-V template mentions “budget neutrality/costs/savings”

It seems OMB is looking only for “direct costs/savings” going forward.

I like how ORD and OCFO calculated their direct costs and estimated savings.

Maybe we can pull in Dan to help us decide which format is the best?

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 4/13/2017 7:10:04 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Theme Doc  
**Attachments:** VV ExampleThemeJustificationsApril2017 lh.docx

Comments attached

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/13/2017 4:51:19 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Business Case Checklist  
**Attachments:** V-V Business Case Checklist April2017.docx

**Importance:** High

See my comments. I'm heading to first hour of HRC meeting then will call when I'm back.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Wednesday, April 12, 2017 5:26 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Business Case Checklist

Debbi,

I tried to merge the two checklists to capture what information must be included in the business case. Once we hear back from OPM or OMB on the budget component, I'll add a bullet.

Also, I just noticed on the second column of the Excel spreadsheet that it says *total non-term employees*. I think it should be *total non-temp employees*.

Some recommended language for Donna's email:

## Ex. 5 - Deliberative Process

- Business case
- Completed targeted positions template
- Current and proposed post V-V organization chart
- Budget information

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/10/2017 3:11:27 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: VERA/VSIP Template  
**Attachments:** VERA VSIP - Combined template March 2013 (3).doc; EPA VERA-VSIP Template Rev 10-24-13.doc; EPA VERA-VSIP Template Rev.doc

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Curtis, Lewis  
**Sent:** Tuesday, November 05, 2013 1:41 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: VERA/VSIP Template

Loretta, it just hit me that you don't have this. I think we are now going to use the VERA/VSIP combined template. See my message below.

Sorry for not getting this to you sooner.

-Lewis

---

**From:** Curtis, Lewis  
**Sent:** Thursday, October 24, 2013 12:28 PM  
**To:** Hart, Debbi  
**Subject:** VERA/VSIP Template

Pam Galmore at OPM returned my phone call this morning. I briefly told her what we are planning on doing.

Regarding OPM's VSIP and VERA templates (sections VI and VII of EPA's overall request template), she sent me a combined VSIP/VERA template (has a March 2013 save date). I went through and noted the corresponding question number from the separate templates and noted the differences/suggested edits (in red highlight). Based on that, I have developed a revised EPA template that we could possibly use (attached). This could save some time. I deleted the "Performance Measures to Assess Use of VERA and VSIP Authority" section. I do not think this section has any real value.

Attachments:

OPM's combined template dated March 2013  
Revised (10-24-13) EPA template based on OPM's combined template  
Current EPA template

Thoughts?

**Lewis Curtis, Jr.**

HR Specialist (Policy)

Human Resources Policy Division

U.S. Environmental Protection Agency

202-564-8548

202-564-7879 (fax)

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/10/2017 3:10:25 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: Internal VERA/VSIP checklist  
**Attachments:** VERA and VSIP Requests .docx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Curtis, Lewis  
**Sent:** Tuesday, November 05, 2013 12:50 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Internal VERA/VSIP checklist

I made a few changes. This is a good conversation/thinking document as to what is needed in a request.

-Lewis

---

**From:** Hunt, Loretta  
**Sent:** Monday, November 04, 2013 5:55 PM  
**To:** Curtis, Lewis  
**Cc:** Hart, Debbi  
**Subject:** Internal VERA/VSIP checklist

Lewis,

I think I've captured the major areas of concern. Please review and provide feedback.

Thanks.

Loretta L. Hunt  
HR Specialist  
Human Resources Policy Division  
U.S. EPA  
Phone: (202) 564-6963 Fax: (202) 564-7879  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/10/2017 3:08:55 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: Internal VERA/VSIP checklist  
**Attachments:** VERA and VSIP Requests .docx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hunt, Loretta  
**Sent:** Monday, November 04, 2013 5:55 PM  
**To:** Curtis, Lewis <Curtis.Lewis@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Internal VERA/VSIP checklist

Lewis,

I think I've captured the major areas of concern. Please review and provide feedback.

Thanks.

Loretta L. Hunt  
HR Specialist  
Human Resources Policy Division  
U.S. EPA  
Phone: (202) 564-6963 Fax: (202) 564-7879  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Sent:** 5/23/2017 2:16:20 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** V/V Themes Chart  
**Attachments:** 05232017VERA VSIP Major Themes For Agency.xlsx

I looked through the document, it looks good to go. I added in a tab named "By Office" with the list of the percentages of the workforce by office. Workforce totals are up to date numbers as of yesterday.

To print on one page:

On the Excel Print Screen, chose Landscape Orientation and on the bottom drop down about scaling, Choose the fit on one page option. This will create small print but can be improved by removing the comment column from the print selection.

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
kuhns.jason@epa.gov

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/10/2017 3:08:02 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: Guiding Questions for workforce planning  
**Attachments:** Workforce Planning Considerations Nov 2013.docx; Guiding Questions WFP NOV 2013.docx

Hey-

As I'm going through all of the old V/V material, I will be licking some things over to you for consideration in case we want to include as guidance to regions/programs this time around. Some of it may not be as helpful but I'm going conservative to be safe! D

---

**From:** Hart, Debbi  
**Sent:** Monday, November 04, 2013 2:41 PM  
**To:** Freeman, Angela <Freeman.Angela@epa.gov>; Kantrowitz, Susan <Kantrowitz.Susan@epa.gov>  
**Subject:** Guiding Questions for workforce planning

With Angela's edits incorporated. Thoughts? D

Debbi Hart  
Chief, Human Capital Planning Branch  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/7/2017 3:29:44 PM  
**To:** Kuhns, Jason [kuhns.jason@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: Workforce Documents  
**Attachments:** EPA Region 4 VERA-VSIP FINAL 121913.docx

Found it—that was quicker than I thought!

**From:** Hart, Debbi  
**Sent:** Friday, April 07, 2017 11:23 AM  
**To:** Kuhns, Jason <kuhns.jason@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: Workforce Documents

Gonna have to dig for the R4 example so I'm sending this now... Stay tuned for the last piece. Thank you. D

**From:** Hunt, Loretta  
**Sent:** Thursday, April 06, 2017 7:02 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Workforce Documents

Debbi,

I've attached R7 and OCFO's plans for possible template consideration.

Also, the old USGS V/V guide has a spreadsheet template on pg. 18. I don't like how it looks but I do like the additional information it requests.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 2/13/2017 9:29:16 PM  
**To:** Bogus, Alan [Bogus.Alan@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: EPA Response to OPM's Knowledge Management Report (attachments)  
**Attachments:** 2015 Employee Talent Development Programs.pdf; 2015 Leadership Development Programs.pdf; 2016 Setting Yourself Up for Success! OH.ppt; EPA idp\_template.pdf; FINAL GMO Report May 26 2016.pdf; FY15 Strategic Training Plan.pdf; idp\_pocket.pdf; National Training Needs Assessment Report 2015.pdf; Overview of Updates to 2015 HR module.pdf; Sample Strategic Hiring Template.xlsx; V V Impact Report FinalMay2016.pdf; WFP Tool 9.29.16.xlsx; OARMR9 SuccessionManagementPilotAugust 2016 presentation.pptx; OARM VERA VSIP Request 10-17-14 FINAL.pdf; FINAL Mark Lambert.pdf; Regional Responses to OPM Report.docx

Per today's CAP meeting.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Hunt, Loretta  
**Sent:** Sunday, October 16, 2016 12:11 PM  
**To:** Ruth Corcino-Woodruff <RUTH.CORCINO-WOODRUFF@OPM.GOV>; Erin.Nangle@opm.gov  
**Subject:** Fwd: EPA Response to OPM's Knowledge Management Report (attachments)

Ruth/Erin,

EPA's response to OPM's KM report.

Loretta L. Hunt, Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
(202) 564-6963  
[hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Begin forwarded message:

**From:** "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**To:** "Hunt, Loretta" <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** "Johnson, Karen" <[johnson.karen@epa.gov](mailto:johnson.karen@epa.gov)>, "Berkenkemper, Mitchell" <[Berkenkemper.Mitchell@epa.gov](mailto:Berkenkemper.Mitchell@epa.gov)>, "Ridings, Sharon" <[Ridings.Sharon@epa.gov](mailto:Ridings.Sharon@epa.gov)>, "Parker, Gary" <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>, "Shanahan, Katherine" <[Shanahan.Katherine@epa.gov](mailto:Shanahan.Katherine@epa.gov)>, "Pastalove, Barbara" <[Pastalove.Barbara@epa.gov](mailto:Pastalove.Barbara@epa.gov)>, "McManus, Catharine" <[mcmamus.catharine@epa.gov](mailto:mcmamus.catharine@epa.gov)>, "Cooper, Marian" <[Cooper.Marian@epa.gov](mailto:Cooper.Marian@epa.gov)>  
**Subject:** FW: EPA Response to OPM's Knowledge Management Report (attachments)

FYI—it went! Thanks all and I wish you each fantastic weekends! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Friday, October 14, 2016 4:26 PM  
**To:** Roseboro, Sharon D. <[Sharon.Roseboro@opm.gov](mailto:Sharon.Roseboro@opm.gov)>; [Ana.Mazzi@opm.gov](mailto:Ana.Mazzi@opm.gov); [mark.lambert@opm.gov](mailto:mark.lambert@opm.gov)  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Showman, John  
<[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Kenyon, Michael  
<[Kenyon.Michael@epa.gov](mailto:Kenyon.Michael@epa.gov)>; Manna, Richard <[Manna.Richard@epa.gov](mailto:Manna.Richard@epa.gov)>; Esher, Diana  
<[Esher.Diana@epa.gov](mailto:Esher.Diana@epa.gov)>  
**Subject:** EPA Response to OPM's Knowledge Management Report (attachments)

Attached please find EPA's response to OPM's review of our Leadership and Knowledge Management Report.

Best,  
Donna

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/19/2017 3:29:22 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: FYI--Draft final V/V submission is now delivered--

Thanks Marvin- I'm pretty sure Loretta and I don't know how to do it any other way.

---

**From:** Schulman, Marvin  
**Sent:** Monday, June 19, 2017 10:49 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: FYI--Draft final V/V submission is now delivered--

Debbi & Loretta

Our willingness to pull together as a team is a reflection of the leadership "style" we see modeled, and the sense of "we're in this together" that you both demonstrate.

...Had way too many supervisors who "sat up in the owner's box, never touched the playing field, but talked as if they were "part of the team." You're both right there on the front lines with the rest of us – and that makes all the difference.

It's a pleasure to work for you both!

Marvin

---

**From:** Hart, Debbi  
**Sent:** Monday, June 19, 2017 10:20 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>  
**Subject:** FW: FYI--Draft final V/V submission is now delivered--

I truly mean it. Thanks for all of your efforts to get this submission over the finish line. And particularly for working/staying late Friday to get the job done despite a highly stressful environment. Debbi

---

**From:** Hart, Debbi  
**Sent:** Friday, June 16, 2017 7:32 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** FYI--Draft final V/V submission is now delivered--

It's now 7:30. We had late-breaking changes from R2 and also identified number discrepancies for the AO and R10 during our final QA. Number changes have ripple effects...

Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

HELLO WEEKEND!

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/10/2017 11:36:02 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Subject:** Workforce Reshaping Options  
**Attachments:** Workforce Reshaping Options 7-10-17.docx

Donna,

Per our earlier discussion. Please review and let Debbi know if this will meet your needs for the meeting on Wednesday. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/11/2017 7:23:41 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: Workforce Reshaping Options  
**Attachments:** Workforce Reshaping Options 7-10-17.docx

Donna has some questions on this. Can you call me?

**From:** Hunt, Loretta  
**Sent:** Monday, July 10, 2017 7:36 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Subject:** Workforce Reshaping Options

Donna,

Per our earlier discussion. Please review and let Debbi know if this will meet your needs for the meeting on Wednesday. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/11/2017 2:00:43 PM  
**To:** Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]  
**BCC:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: Workforce Reshaping Options  
**Attachments:** Workforce Reshaping Options 7-10-17.docx

Wes and Linda-

As mentioned it looks like this went over to Donna last night around 7:30. Loretta was really slammed between this and the V/V activity. I spoke with Loretta briefly this morning (she was in the jury screening room) and she indicated she sent it straight to Donna bc she wasn't sure after speaking with her that it was what she was looking for at the time. She never got any feedback from Donna so it would be good to know if you guys get any. Thanks. Debbi

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 7/27/2017 11:20:14 PM  
**To:** Terris, Carol [Terris.Carol@epa.gov]  
**CC:** Collins, BJ [Collins.BJ@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** Re: VERA VSIP updated list

Carol- I think BJ provided the earlier version and hopefully can update. D

Sent from my iPhone

On Jul 27, 2017, at 11:54 AM, Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)> wrote:

Hi again Debbi,

Checking in on the final list of VERA VSIP applicants – if your folks can send it to me, we will split out/password protect so budget can finish the funding needs calculations

Many thanks!



Message

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 7/12/2017 1:19:50 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: FYI - We are working on this FW: V/V Communication Templates  
**Attachments:** Prog and Reg VERA-VSIP Announcement 7-6-17.docx

**Importance:** High

This one...any reason not to send?

**From:** Showman, John  
**Sent:** Wednesday, July 12, 2017 9:18 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: FYI - We are working on this FW: V/V Communication Templates  
**Importance:** High

It's the first document in the attached .....

**From:** Jablonski, Janice  
**Sent:** Friday, July 07, 2017 7:06 AM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>  
**Cc:** Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** FYI - We are working on this FW: V/V Communication Templates  
**Importance:** High

FYI. Lauren is working on the mailing list for the detailed email and the summary table (Attachment A). We should be ready to go in plenty of time for the Monday release. I am canvassing the offices to determine whether we have anyone in the pool who is on extended leave and will be prepared to send them hard copy memos via certified mail.

Jan Jablonski, Director  
Administrative Operations and Stewardship Division  
Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A  
Room 3353A WJCN  
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 7:03 PM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** V/V Communication Templates  
**Importance:** High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov).

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 7/6/2017 1:00:41 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: Draft V/V Communications  
**Attachments:** Final Approved VERA-VSIP Announcement 7-5-17.docx

**Importance:** High

Debbi,

Linda called me this morning and asked if I had the attached for her to view. Told her it is pending review and comments from LER, ERD, etc.

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 05, 2017 5:52 PM  
**To:** Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>  
**Subject:** Draft V/V Communications  
**Importance:** High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/6/2017 12:53:20 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Cooper, Marian [Cooper.Marian@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: Draft V/V Communications  
**Attachments:** Final Approved VERA-VSIP Announcement 7-5-17.docx; ATT00001.htm

I don't think this is what you wanted me to get to Mike --- this only goes to those employees in the pool ????

---

**From:** Hart, Debbi  
**Sent:** Thursday, July 06, 2017 8:51 AM  
**To:** Cooper, Marian <Cooper.Marian@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>  
**Subject:** Fwd: Draft V/V Communications

As discussed. We expect some comments from SSCs. Debbi

Begin forwarded message:

**From:** "Hunt, Loretta" <Hunt.Loretta@epa.gov>  
**Date:** July 5, 2017 at 5:52:21 PM EDT  
**To:** "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Peabody, Hitch" <Peabody.Hitch@epa.gov>  
**Cc:** "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Coomber, Robert" <coomber.robert@epa.gov>, "Corbett, Krysti" <Corbett.Krysti@epa.gov>  
**Subject:** Draft V/V Communications

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/26/2017 2:43:03 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: FAQ POSTING  
**Attachments:** VERA- VSIP FAQ's Draft 5-31-17.docx

**Importance:** High

Use this version. It contains phased retirement FAQs.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Parker, Gary  
**Sent:** Monday, June 26, 2017 10:25 AM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: FAQ POSTING

Loretta,

Do you have anything to add to this version?

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy

---

**From:** Parker, Gary  
**Sent:** Monday, June 26, 2017 7:34 AM  
**To:** Kirkland, William <[Kirkland.William@epa.gov](mailto:Kirkland.William@epa.gov)>; Martinez, Doris <[Martinez.Doris@epa.gov](mailto:Martinez.Doris@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FAQ POSTING

Bill,

Please post the attached to the early out/buy out page, <http://>

Ex. 6 - Personal Privacy

Label it "VERA/VSIP FAQs"

Thank you.

R,  
Gary

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/5/2017 10:17:34 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Need to review latest V/V documents  
**Attachments:** EPA Prog and Reg Business Cases 7-5-17 ver 2.docx; Targetd positions office submissions 6-29-17.xlsx

**Importance:** High

Detha/Marvin,

OCFO updated the budget charts and I added some language re: restructuring in Section 1. I need you to compare the current business case document and targeted position spreadsheet against prog/regional updates to ensure nothing changed in their overall business case. I believe the changes were only to the budget sections but we need to be sure.

I will forward prog/regional updates in separate emails.

This is top priority.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 6/26/2017 11:33:42 AM  
**To:** Kirkland, William [Kirkland.William@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FAQ POSTING  
**Attachments:** VERA- VSIP FAQ's - Revised 12-31-13.doc

Bill,

Please post the attached to the early out/buy out page, [http://\[REDACTED\]](http://[REDACTED]) **Ex. 6 - Personal Privacy**

Label it "VERA/VSIP FAQs"

Thank you.

R,  
Gary

# **Voluntary Early Retirement Authority (VERA) Voluntary Separation Incentive Payment (VSIP) FREQUENTLY ASKED QUESTIONS**

**Disclaimer:** This is a non-technical summary of the OPM approved early-out/buyout authority for designated employees in EPA. The questions and answers are intended to provide very general information about this particular VERA/VSIP authority. You should not rely on this summary as a sole source of information. You should direct additional questions to your servicing Human Resources Shared Service Center.

## **GENERAL FAQ'S:**

### **1. What positions have been approved for VERA and/or VSIP?**

At this time the individual AA-ships and Regions have submitted individual proposals for VERA and VSIP authority to the Office of Personnel Management (OPM). At this time there have been no approvals from OPM. Upon approval each AA-Ship or Region will inform impacted staff.

### **2. I am not in one of the proposed eligible positions but work in an EPA office. Do I have a right to VERA and or VSIP?**

No. A VERA and VSIP are not employee's right or entitlement. Management has the right to determine its organization and number of employees; therefore, agencies are **not** required to offer these incentives. VERA and VSIP are management tools used to help effectively reduce and reshape the workforce while providing eligible employees with an opportunity that may be attractive to them.

### **3. Are resignations, early-outs and buy-outs voluntary?**

Yes. The decision to take advantage of these incentives is entirely voluntary on the part of eligible employees. No one is required to resign, accept an early retirement under VERA or a separation incentive under VSIP.

### **4. Can I be asked or forced to retire?**

No. EPA management cannot ask or force you to retire. Managers are responsible for ensuring that employees are not coerced into either optional or early retirement.

### **5. Will my requested separation date be honored?**

When determining separation dates, the Agency will consider the employee's preference and will attempt to honor it – to the extent allowable by the time limitations of the VERA/VSIP proposals. However, final decisions shall be based on the operational and budgetary needs of the organization.



**6. When is the earliest I can leave and when is the latest?**

The early-out/buyout application window and separation dates have been proposed in each AA-ship and Region's submission to OPM. Upon approval from OPM the AA-ship or Region will provide more specific information.

**7. What happens if I change my mind and do not want to separate?**

You may withdraw your application or separation paperwork at any time before you actually separate by written notification.

**Important to Note:** If you withdraw your application or separation paperwork, it is advisable to do so at least one pay period prior to the date you had planned to leave. Human Resources will input the buy-out payment into the payroll system prior to the effective date. Once this payment has processed through the payroll system H/R cannot stop it from occurring and it will be deposited into your account via direct deposit. You would be responsible for paying back the entire \$25K (the gross amount) to the agency and you would not be able to recover the taxes that were withheld from the payment until you file your 2014 income tax return.

**Also note:** If you accept a buyout in conjunction with your separation, you must pay back the incentive payment in full (the gross amount) to the EPA if you return to work for the Federal government within 5 years of your separation.

**8. The law prohibits a Federal employee who takes the buy-out from entering into a personal service contract with the Federal government for 5 years. Does the same law apply if the separated Federal employee becomes a Federal grantee?**

No. For example, you would not be subject to the 5-year Federal employment ban if you came back to work at EPA as a Senior Environmental Employment (SEE) Program enrollee. However, to avoid the appearance of impropriety, EPA discourages SEE grantees from enrolling retired or former EPA employees and placing them in their former position or one with similar duties. The SEE program requires a letter certifying that enrollees have not performed the same or similar duties during the previous twelve months.

## **VSIP (BUY-OUT) FAQ'S:**

**9. Am I eligible to receive a VSIP?**

You are eligible for a buyout if you:

- Are serving in an approved position/employee category;
- Are serving in an appointment without time limitation; (See FAQ 10)
- Are currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
- Apply during the application window, (See FAQ 6) and
- Separate by the date approved by OPM .

You are **not** eligible if you:

- Have been duly notified that you are to be involuntarily separated for misconduct or unacceptable performance,
- Are a reemployed annuitant,
- Are or would be eligible for disability retirement,
- Have previously received any voluntary separation incentive payment from the Federal Government,
- Are on transfer employment with another organization and covered by statutory reemployment rights, (this includes employees who are detailed or transferred to international organizations designated by the Dept. of State or other employees entitled to reemployment rights covered in Part 352 of the Code of Federal Regulations)
- Have performed service for which a student loan repayment benefit was or is to be paid during the 36-month period preceding the date of separation,
- Have performed service for which a recruitment or relocation bonus was or is to be paid during the 24-month period preceding the date of separation, or
- Have performed service for which a retention allowance was or is to be paid during the 12-month period preceding the date of separation.

**10. What does an “appointment without time limitation” mean?**

An employee on an appointment with a time limit works only until a specified “not-to-exceed” date. EPA sets the ending date when it hires such an individual and/or when it extends the appointment. For example, temporary and term employees serve with a time limit, so they are not eligible for an incentive payment. Career and career-conditional employees in the competitive service and permanent employees in the excepted service have no time limit so they are eligible. Employees serving on a temporary promotion or detail are eligible if their permanent position of record is in an approved category and they meet the other eligibility requirements.

**11. What will be the amount of the VSIP?**

Eligible employees accepting the VSIP will receive the lesser of two amounts:

- \$25,000 **OR**
- The equivalent of the amount that the employee would be entitled to receive under involuntary separation severance pay rules.

**NOTE:** For severance pay, an employee is entitled to one week of basic pay for each year of service up to the first 10 years, plus 2 weeks basic pay for each year of service beyond 10 years. In addition, an age adjustment allowance of 2.5% is added for each full quarter of a year that an employee is over 40 years of age. The maximum amount of severance pay is one year’s salary.

The MAXIMUM amount that EPA can pay for each buy-out is \$25,000 (gross). The net amount you receive will be LOWER after appropriate taxes, social security, and Medicare deductions are subtracted. A VSIP payment also can be garnished for child support, alimony, and debts.

**12. How and when will I receive my VSIP payment?**

You will receive the VSIP payment as a lump sum (less federal, state and local taxes, and FICA/Medicare taxes). EPA will make every attempt to provide you the VSIP payment as soon as possible after the date of your separation but cannot guarantee a specific date. However, past experience with these types of payments indicate that most often employees receive the VSIP payment at the same time as their last pay check.

**13. Can I roll over my VSIP payment into an Individual Retirement Account (IRA) or into my Thrift Savings Plan (TSP) account?**

No. Tax laws specify that a rollover into an IRA must come from a qualified retirement plan, and TSP contributions can only come from salary earnings. The VSIP is an incentive payment. It is not earned salary income.

**14. Do I have to be eligible to retire in order to receive a VSIP?**

No. If you are in one of the approved positions and you are not eligible to retire, you may resign and apply for the VSIP only.

**15. Do I have to make a commitment to leave if I accept the VSIP payment?**

Yes. You will need to sign an *Employee Buyout Agreement* stating that in exchange for an incentive payment you agree to resign or retire on a specific date approved by management.

## RETIREMENT FAQ'S

**16. Do I meet the age and service requirements to be eligible for optional, i.e. regular retirement?**

**For an optional retirement**, you must meet one of the age and service requirements below on the date of separation:

**CSRS Eligibility**

- Age 62 with 5 years of service
- Age 60 with 20 years of service
- Age 55 with 30 years of service
- Age 50 with 20 years of service as a law enforcement officer

**NOTE:** You must be covered by CSRS for at least 1 year within the 2-year period immediately preceding the separation on which the annuity is based.

## **FERS Eligibility**

- Age 62 with 5 years of service
- Age 60 with 20 years of service
- Minimum Retirement Age (MRA varies by birth year) with 30 years of service
- MRA with 10 years of service (with reduced annuity)

**17. I am not eligible for *optional retirement* until after the application window closes. Does that mean that I will have to apply for an early-out in order to get the buyout?**

No. You may list your optional retirement date on the application forms as your proposed separation date. Your separation date cannot be later than the separation date approved in the AA-ship or Region's VERA/VSIP package.

**20. Am I eligible for a voluntary early retirement (VERA)?**

You are eligible for a voluntary early retirement if you:

- Meet the minimum civilian service requirement which is 5 years of creditable civilian service.
- Meet the age and service requirements as of the date of separation:

(age 50 with 20 years of service **or** any age with 25 years of service)

- Separate from a position subject to CSRS or FERS coverage;
- Meet the "1-out-of-2" requirement (CSRS only); (See FAQ 22)
- Are serving in an appointment without time limitation;
- Are serving in an approved employee category;
- Have been employed continuously in EPA for at least 30 days before the date that EPA requested the early-out authority;
- Have not been duly notified that you are to be involuntarily separated for misconduct or unacceptable performance;
- Apply during the application window; and
- Separate by the close of the early-out period.

### **NOTE:**

**CSRS EMPLOYEES** - If you are a CSRS employee who retires under the voluntary early retirement authority (VERA), your annuity will be reduced 2% for each year you are under age 55. (The reduction is 1/6 of 1 percent for each full month). This is a permanent reduction in your annuity.

**FERS EMPLOYEES** - There is no reduction in a FERS annuity if you retire under the age of 55.

**FERS TRANSFEREES WITH A CSRS COMPONENT** - If you are under the age of 55, the CSRS portion of your basic annuity is reduced by 1/6 of 1 percent for each full

month (two percent a year), under the age of 55. The annuity rate on this portion of the annuity will not increase when you reach age 55. No reduction will be applied to the FERS portion of your annuity.

**21. Can military service be used to meet the balance of service necessary for retirement?**

If you are a CSRS employee with the minimum 5 years of creditable civilian service, creditable military service may be used to meet the balance of service necessary for retirement. Under FERS, post-1956 military service cannot be used to meet the service requirement unless you make the military deposit before retirement. Military deposits may not be deemed paid under alternative annuity provisions.

**22. What is the "1 out of 2" requirement?**

You must be covered by CSRS for at least 1 year within the 2-year period immediately preceding the separation on which the annuity is based. The 1 year of service does not have to be continuous. The year of service does, however, have to be service subject to CSRS deductions. An employee cannot meet the requirement by paying a deposit for non-deduction service.

**23. If I retire, when will I begin receiving my annuity from OPM?**

EPA will forward your retirement package to OPM immediately upon separation. Shortly after OPM receives your application for retirement, they will send you an acknowledgment and your retirement claim number (CSA#). If your records are complete, you will receive your first interim payment (usually between 85% and 95% of your regular monthly payment) approximately 7 to 14 days after you receive your acknowledgment letter. Depending on OPM's workload and other factors, it can take up to 2 to 3 weeks longer. OPM's goal is to complete the final adjudication of fully documented claims within 45 days from the date of receipt from EPA. **NOTE:** For voluntary retirements, CSRS annuities can begin on the first, second, or third day of the month. FERS, voluntary retirements begin only on the first day of a month.

**24. Am I entitled to the FERS supplemental annuity payment if I retire early?**

The supplemental annuity payment is payable when you reach your minimum retirement age under the FERS rules. i.e., if you retire at age 50, and your minimum retirement age under FERS is age 55, then you will not begin to receive the supplemental annuity payment from OPM until you turn age 55. If you have already reached your minimum retirement age at the time you separate, you will begin to receive the supplemental annuity immediately upon retirement. The supplemental annuity payment will continue until you reach age 62.

**25. What tools are available and who should I contact to obtain a retirement annuity estimate?**

Estimates are prepared by retirement specialists in your servicing HR Shared Service Center or you can use the online tool available at:

[HYPERLINK

"https://fhrnavigator.com/frbweb/logon.do?operation=index&client=EPA" \h]

Other early out/buy out information can be found at: [ HYPERLINK  
"http://intranet.epa.gov/policy/buyouts/index.htm" ]

**26. Can I return to work for the Federal government if I retire and will I have to repay the VSIP?**

Yes. If you retired from the federal government and are rehired, you would be a reemployed annuitant. This means that your annuity would continue and your new Federal salary would be offset by the amount of your annuity, unless the employing agency seeks and is granted a waiver of the salary offset by OPM.

An employee who receives a VSIP and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it – before the individuals first day of reemployment.

If the proposed employment is with an agency other than the General Account Office, the United States Postal Service, or the Postal Rate Commission, the Director of the Office of Personnel Management may, at the request of the head of the agency, waive the repayment if:

1. The proposed reemployment is with an executive branch agency;
2. The individual involved possesses unique abilities and is the only qualified applicant available for the position; or
3. In case of emergency involving a direct threat to life or property, the individual:
  - a. Has skills directly related to resolving the emergency; and
  - b. Will serve on a temporary basis only as long as the individual's services are made necessary by the emergency.

## **BENEFITS UPON SEPARATION FROM SERVICE FAQ'S**

**27. What happens to my unused annual and sick leave when I separate?**

You will receive a lump sum payment for your unused annual leave.

Unused sick leave hours are converted to service credit and are included in the computation of your federal annuity. Unused sick leave hours do not count toward the

number of years needed to retire. If you resign, you will not be compensated for sick leave hours, however, if you were to return to federal service, the sick leave hours would be restored.

**28. Can I continue my Federal Employee's Group Life Insurance into retirement?**

You may continue your Federal Employees Group Life Insurance (FEGLI), **if** you retire on an immediate annuity and if you have been enrolled in a FEGLI plan for the 5 years immediately preceding your retirement date or since your first opportunity to enroll. Otherwise, you may not continue it.

**29. Can I continue my Federal Employee's Health Benefits into retirement?**

Employees retiring in conjunction with a VERA or VSIP authority must have been covered under the FEHB program for the last 5 years of their Federal civilian service in order to continue such coverage in retirement, or if less than 5 years, for all service since the employee was first eligible for FEHB unless these requirements are waived.

OPM will grant pre-approved waivers to employees who have been:

1. Covered under the FEHB Program continuously since the beginning date of the agency's latest statutory VSIP authority, or OPM-approved VSIP or VERA authority; and
2. Retire during the statutory VSIP or OPM-approved VSIP/VERA period; and
3. Receive a VSIP, or
4. Take early optional retirement (i.e. VERA); or
5. Take discontinued service retirement based on an involuntary separation due to RIF, directed reassignment, reclassification to a lower grade, or abolishment of position.

**30. Can I continue to be enrolled in the dental and vision plans, even if I've not been enrolled for the 5 years preceding my retirement or since my first opportunity to enroll?**

Yes. Unlike FEHB law, there is no length of enrollment requirements to meet in order to continue enrollment into retirement.

**31. Is there a benefits open season after retirement?**

Yes. There is an open season every year. You can also make changes if you experience a qualifying life event (QLE).

**32. Will my Federal Long Term Care (LTC) premiums increase because I'm retired?**

No.

**33. Will I be eligible to apply for LTC insurance after I retire?**

Yes. Please call the Customer Service Center at Long Term Care Partners at 1-800-582-3337.

**34. What do I need to do to have my LTC premiums deducted from my annuity?**

Deductions will be withheld automatically from your annuity as you will indicate that you are enrolled on your retirement application.

**35. What happens to my FSA if I separation or retire before the end of the Benefits Period?**

Your HCFSA (Health Care FSA) or LEX HCFSA (Limited Expense HCFSA) will terminate as of the date of your separation. There are no extensions. Any health care expenses incurred prior to the date of separation will still be reimbursable but those incurred after the date of separation will not. You can continue to use the remaining balance in your DCFSA (Dependent Care FSA) to pay for eligible dependent care until the end of the Benefit Period or until your account balance is used up, whichever comes first.



Message

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**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 5/22/2017 1:16:02 PM  
**To:** Allen, Reginald [Allen.Reginald@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** V/V template

Reggie,

A follow up to my voice mail regarding the VERA/VSIP template submission. We are rolling up each Program Office's and Region's submissions this morning. Haven't seen AO's yet. Can you send please.

R,  
Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M)  Ex. 6 - Personal Privacy

Message

---

**From:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Sent:** 6/16/2017 6:21:13 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** Targetd positions office submissions.xlsx  
**Attachments:** Targetd positions office submissions.xlsx

Thanks,  
jason

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 5/1/2017 2:01:04 PM  
**To:** Lane, Vicki [Lane.Vicki@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx

**Importance:** High

Vicki,

Per your request.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 4/17/2017 9:01:51 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx

**Importance:** High

I had to tweak the guiding questions document. We can talk tomorrow.

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

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Best,  
Donna

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3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/5/2017 10:55:23 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** How to organize the V/V information  
**Attachments:** VSIP request template FINAL.pdf; VERA request template FINAL.pdf; EPA Prog and Reg Business Cases 6-5-17.docx  
**Importance:** High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

1. Regional/Program Business Cases/Budget Info (one document)
2. Targeted Position Spreadsheet
3. Org Charts (one file?)

I'm afraid if we try to put the cases together by theme it will take too long and be confusing. We can address the themes and the agency's desire to reduce/consolidate/restructure positions to realize efficiency in the OPM forms.

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Sent:** 3/28/2017 1:40:18 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Workforce Reshaping VERA VSIP March 2017.docx  
**Attachments:** Workforce Reshaping VERA VSIP March 2017.docx



Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 4/17/2017 4:24:45 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** EPA Workforce Summaries  
**Attachments:** Phase I V-V Summaries.docx; V-V Phase 2 Summaries.docx

Donna,

Attached you will find the summaries for Phase I and Phase II V-V.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 4/17/2017 2:49:31 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information  
**Attachments:** V-V Business Case Checklist April2017final.docx

I understand, but I made changes to. I think this one has both our changes. Please check the part you changed.

---

**From:** Hunt, Loretta  
**Sent:** Monday, April 17, 2017 10:48 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: EPA Workforce Reshaping Information  
**Importance:** High

Donna,

I sent a revised V-V business case checklist this morning. I had to revise per OMB feedback. I'm attaching to this email too.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 10:44 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

Sending from computer this time.

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 9:56 AM  
**To:** Flynn, Mike <[Flynn.Mike@epa.gov](mailto:Flynn.Mike@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Mike – I intend to send this after you send your email. The pdfs are the OPM guides – no need to review.

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 6/15/2017 10:04:21 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Subject:** RE: V/V Org Charts  
**Attachments:** COPY OF EPA Prog & Reg Bus-Cases Tracked Changes w-MS Edits-Comments (6-14).docx

All –

The attached document is my copy of whole V-V package with my notes

Apologies for sending this document to you this way = Sharepoint wouldn't let me upload my edited version.

Marvin

Detha, Loretta & Debbi –

I did a quick inventory of org charts, and we appear to have all of them except 4 (OARM, OITA, OAR and Region 3)  
Im going to go back through my email to see if I have any of the missing ones, so Detha and I can start putting them in order as requested

---

**From:** Hart, Debbi  
**Sent:** Thursday, June 15, 2017 5:47 PM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** RE: V/V Org Charts

Thanks for checking closer—as mentioned, I want us to deliver what each office provided and I think they all did provide their current org chart at a minimum. Thanks!

---

**From:** Schulman, Marvin  
**Sent:** Thursday, June 15, 2017 5:04 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** RE: V/V Org Charts  
**Importance:** High

At least one organization (Reg 6) mentioned that they did not include their org chart because they anticipate reorganizing afterwards...

What do you think of the idea of just including the org charts that we already have on line? That would be a quick and easy way of pulling them all together?

---

**From:** Hunt, Loretta  
**Sent:** Thursday, June 15, 2017 5:02 PM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** V/V Org Charts  
**Importance:** High

Marvin/Detha,

I need you to compile all of the org charts. They should be in the same order as the business cases. This is top priority for tomorrow. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 6/5/2017 8:22:38 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**Subject:** FW: OEI VERA/VSIP Business Case  
**Attachments:** OEI VERA-VSIP Business Case\_5.24.2017 Final.docx; OEI Targeted Positions Template - 5.24.20171.xlsx; OEI V-V Org Chart 05-15-2017.pptx

Gary & Jason –

Attached please find the V/V package for OEI

Marvin

Message

---

**From:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Sent:** 5/25/2017 8:53:31 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]  
**Subject:** Flynn.V.V.2017.docx  
**Attachments:** Flynn.V.V.2017.docx

draft

Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 4/12/2017 2:44:07 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** New OMB Memo - "Lifting the Hiring Freeze"  
**Attachments:** OMB Memo (M-17-22).pdf

**Importance:** High

Although its not clear how that happens with all of the requirements they're laying down...but am still reading through it.

Marvin  
(202) 564-7778



Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 5/8/2017 5:55:35 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Workforce Themes Analysis  
**Attachments:** Agency Themes V-V 2017.xlsx

Debbi,

For your review and concurrence.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 3/28/2017 5:02:52 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** Fwd: Furlough Guidance.docx  
**Attachments:** Furlough Guidance.docx; ATT00001.htm

Just off phone with Marian. Can you please take a look I don't think Initiates RIF language is right

Sent from my iPhone

Begin forwarded message:

**From:** "Cooper, Marian" <Cooper.Marian@epa.gov>  
**Date:** March 28, 2017 at 12:53:15 PM EDT  
**To:** "Hart, Debbi" <Hart.Debbi@epa.gov>  
**Cc:** "Bell, Matthew" <Bell.Matthew@epa.gov>  
**Subject:** Furlough Guidance.docx

Please let me know if this works. Thanks

Message

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**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 2/28/2017 6:29:00 PM  
**To:** Smith-Starckey, Tracye [Smith-Starckey.Tracye@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** OHR Audit Status Report 2-16-17.docx  
**Attachments:** OHR Audit Status Report 2-16-17.docx

Tracye,

Attached please find updated comments in bold blue.

R,  
Gary

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 3/28/2017 4:07:47 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Re: Workforce Reshaping VERA VSIP March 2017.docx  
**Attachments:** Workforce Reshaping VERA VSIP March 2017.docx

Please see my edits.

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 28, 2017 10:02:40 AM  
**To:** Hunt, Loretta  
**Subject:** Fw: Workforce Reshaping VERA VSIP March 2017.docx

Donna would like us to define VERA and VSIP eligibility under the heading "Current Retirement Eligibility..."  
Can you assist? Will call to clarify.

---

**From:** Cooper, Marian  
**Sent:** Tuesday, March 28, 2017 9:40 AM  
**To:** Hart, Debbi  
**Subject:** Workforce Reshaping VERA VSIP March 2017.docx

Message

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/18/2017 6:53:06 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** V/V Schedule Change & Talking Points  
**Attachments:** SSC Schedule V-V 7-18-17 ver 2.docx

**Importance:** High

Arron, per our discussion.

Talking points for John and Donna:

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- The schedule has been revised since this morning to shorten the SSC turnaround on eligibility determinations. However, the new schedule assumes eOPF will be up and fully functional by 7/31/17. If that doesn't happen, the schedule may need to be revised again.
- While employees are supposed to regain access to their individual eOPFs by 7/19/17, they will only be able to print one document at a time. They will need to print all documents then send it to the servicing SSC. The SSCs are fine with giving employees the options to do this (directions on how to access eOPF records are being developed). However, not all employees may want or is able to do this and the SSC has no way to validate they have all of the necessary records until the system is back up.
- Having employees print their own records also assumes the eOPF system will be up and fully functional for individual users on 7/19/17.

Let me know what you think.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/6/2017 7:28:52 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: updated schedule--  
**Attachments:** SSC Schedule V-V July6 2017 .docx

**Importance:** High

Need to send this out—any thoughts?

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Hart, Debbi  
**Sent:** Thursday, July 06, 2017 3:10 PM  
**To:** Loretta Hunt <Hunt.Loretta@epa.gov>  
**Subject:** updated schedule--  
**Importance:** High

Our piece in highlights. Let me know if clear.

BTW- I think the communication letter to “eligible employees” is confusing—why not change it to “Employees in Targeted Positions” which is how you labeled the communication?

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 7/6/2017 12:51:21 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]; Showman, John [Showman.John@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]  
**BCC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fwd: Draft V/V Communications  
**Attachments:** Final Approved VERA-VSIP Announcement 7-5-17.docx; ATT00001.htm

As discussed. We expect some comments from SSCs. Debbi

Begin forwarded message:

**From:** "Hunt, Loretta" <Hunt.Loretta@epa.gov>  
**Date:** July 5, 2017 at 5:52:21 PM EDT  
**To:** "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Peabody, Hitch" <Peabody.Hitch@epa.gov>  
**Cc:** "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Coomber, Robert" <coomber.robert@epa.gov>, "Corbett, Krysti" <Corbett.Krysti@epa.gov>  
**Subject:** Draft V/V Communications

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/15/2017 8:24:59 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: VERA-VSIP Announcement 0601417.docx  
**Attachments:** VERA-VSIP Announcement 0601417.docx

Please take a quick look!

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Cooper, Marian  
**Sent:** Wednesday, June 14, 2017 4:54 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>  
**Subject:** VERA-VSIP Announcement 0601417.docx

Comments. Drafted to come from Mike but not sure who will send this out.



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/25/2017 4:12:22 PM  
**To:** Marian Cooper [Cooper.Marian@epa.gov]  
**Subject:** FW: Workforce Reshaping follow up  
**Attachments:** VERA- VSIP FAQ's Managers 5-12-17.docx; Agency Themes V-V 2017.xlsx; VERA VSIP Major Themes.xlsx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:57 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/25/2017 4:11:20 PM  
**To:** Marian Cooper [Cooper.Marian@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx

**Importance:** High

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
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6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 3/28/2017 4:27:07 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**BCC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fw: Workforce Reshaping VERA VSIP March 2017.docx  
**Attachments:** Workforce Reshaping VERA VSIP March 2017.docx

Marian-

We added a sentence at the end of the Background section stating that some employees can take VERA and VSIP simultaneously. Then we added the language describing VERA and VSIP eligibility under the Current Retirement Eligibility section. Does that give you what you need?

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, March 28, 2017 12:07 PM  
**To:** Hart, Debbi  
**Subject:** Re: Workforce Reshaping VERA VSIP March 2017.docx

Please see my edits.

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 28, 2017 10:02:40 AM  
**To:** Hunt, Loretta  
**Subject:** Fw: Workforce Reshaping VERA VSIP March 2017.docx

Donna would like us to define VERA and VSIP eligibility under the heading "Current Retirement Eligibility..."  
Can you assist? Will call to clarify.

---

**From:** Cooper, Marian  
**Sent:** Tuesday, March 28, 2017 9:40 AM  
**To:** Hart, Debbi  
**Subject:** Workforce Reshaping VERA VSIP March 2017.docx

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/20/2017 8:15:30 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx  
  
**Importance:** High

As promised... sorry but I really did think I'd forwarded already! Have a happy commute! LOL

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

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Best,  
Donna

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Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/9/2017 10:26:56 PM  
**To:** Debbi Hart (harts1996@yahoo.com) [harts1996@yahoo.com]  
**Subject:** FW: VERA.VSIP updateJune2017.docx  
**Attachments:** VERA.VSIP updateJune2017.docx; VSIP request template FINAL.PDF; VERA request template FINAL.PDF

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Cooper, Marian  
**Sent:** Thursday, June 08, 2017 1:55 PM  
**To:** Bell, Matthew <Bell.Matthew@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** VERA.VSIP updateJune2017.docx

For the weekly – thanks



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/19/2017 8:56:26 PM  
**To:** Jason Kuhns [kuhns.jason@gmail.com]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx  
  
**Importance:** High

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

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Best,  
Donna

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 3/28/2017 2:02:40 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**BCC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fw: Workforce Reshaping VERA VSIP March 2017.docx  
**Attachments:** Workforce Reshaping VERA VSIP March 2017.docx

Donna would like us to define VERA and VSIP eligibility under the heading "Current Retirement Eligibility..."  
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**From:** Cooper, Marian  
**Sent:** Tuesday, March 28, 2017 9:40 AM  
**To:** Hart, Debbi  
**Subject:** Workforce Reshaping VERA VSIP March 2017.docx

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/8/2017 5:15:15 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: OEI's draft VERA/VSIP themes  
**Attachments:** DRAFT OEI Themes VERA VSIP.docx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Fine, Steven  
**Sent:** Sunday, May 07, 2017 12:55 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Simon, Harvey <Simon.Harvey@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>  
**Subject:** OEI's draft VERA/VSIP themes

Debbi,

Here are OEI's draft VERA/VSIP themes. I apologize these are late.

Steve

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/8/2017 5:08:46 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** AO Reshaping Proposal-Final.docx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Allen, Reginald  
**Sent:** Friday, May 05, 2017 5:10 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Reeder, John <Reeder.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: EPA Workforce Reshaping Information

Please find attached AO's Workforce Reshaping Proposal – one pager.

Best  
Reggie

*Reginald E. Allen, SES*  
*Assistant Deputy Chief of Staff*  
*U.S. Environmental Protection Agency*  
*Office 202-564-0444*  
*Direct 202-564-1029*  
*Cell* Ex. 6 - Personal Privacy

---

**From:** Reeder, John  
**Sent:** Monday, April 17, 2017 8:37 PM  
**To:** Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>; Cuscino, Glen <[Cuscino.Glen@epa.gov](mailto:Cuscino.Glen@epa.gov)>  
**Subject:** Fwd: EPA Workforce Reshaping Information

Let's discuss tomorrow. Thank you.

Sent from my iPhone

Begin forwarded message:

**From:** "Vizian, Donna" <Vizian.Donna@epa.gov>

**To:** "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>

**Cc:** "DAA-Career" <DAACareer@epa.gov>, "DRA" <DRA@epa.gov>, "ARA" <ARA@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>

**Subject:** EPA Workforce Reshaping Information

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Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 3/20/2017 6:13:57 PM  
**To:** Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]  
**BCC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fwd: Documents  
**Attachments:** VERA VSIP Process July 2013.docx; ATT00001.htm; VERA\_VSIP-Executive\_Overview highlights.docx; ATT00002.htm; OPM-OMB VERA VSIP Lessons Learned Oct 2014highlights.docx; ATT00003.htm

FYI- this is material from 2013-15 V/V efforts.

Sent from my iPhone

Begin forwarded message:

**From:** "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Date:** March 17, 2017 at 11:13:04 AM EDT  
**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: Documents

From Loretta—happy reading! I highlighted a few things.

---

**From:** Hunt, Loretta  
**Sent:** Thursday, March 16, 2017 6:34 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Documents

Per our discussion

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 4/11/2017 12:00:16 PM  
**To:** Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]  
**BCC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Workforce planning materials  
**Attachments:** Eligibility report 4.6.17.xlsx; ATT00001.htm; VSIP Checklist 2017.docx; ATT00002.htm; VERA Checklist 2017.docx; ATT00003.htm; Restructure NonsupervisoryApril2017.docx; ATT00004.htm; Guiding Questions WFP April2017.docx; ATT00005.htm; Templatedraft 4.7.17.xlsx; ATT00006.htm; Example VERA VSIP Justifications April2017.docx; ATT00007.htm; vsip\_guide.pdf; ATT00008.htm; vera\_guide.pdf; ATT00009.htm; VERA-VSIP Overview Presentation April2017.pptx; ATT00010.htm

FYI—here is some material we put together for discussion at today's meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! ☺ Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Thanks. Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/31/2017 7:45:02 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**Subject:** Fwd: EPA Workforce Reshaping Information  
**Attachments:** R3 Targeted Positions Template - revised 5.31.17.xlsx; ATT00001.htm; R3 Business Case-update 5.31.17.docx; ATT00002.htm

Sent from my iPhone

Begin forwarded message:

**From:** "McManus, Catharine" <mcmanus.catharine@epa.gov>  
**Date:** May 31, 2017 at 3:25:58 PM AST  
**To:** "Hart, Debbi" <Hart.Debbi@epa.gov>  
**Cc:** "Esher, Diana" <Esher.Diana@epa.gov>, "Krakowiak, John" <Krakowiak.John@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Burrows, Eileen" <BURROWS.EILEEN@EPA.GOV>  
**Subject:** FW: EPA Workforce Reshaping Information

Debbi-

Given guidance that we received today, we would like to update our business case and targeted positions to remove SES from the VERA/VSIP list. There is no change to the VERA/VSIP Themes spreadsheet. I have attached the updated files. Kate

---

**From:** McManus, Catharine  
**Sent:** Wednesday, May 24, 2017 4:51 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Esher, Diana <Esher.Diana@epa.gov>; Krakowiak, John <Krakowiak.John@epa.gov>  
**Subject:** RE: EPA Workforce Reshaping Information

Debbi-

Attached is Region III's submission. We have not included organizational charts because we are not proposing to reorganize. I have included an updated Themes spreadsheet which reflects a change requested by Senior leadership. Please let me know if you have any questions or need further information. Thanks. Kate

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 4:45 PM  
**To:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

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3. <!--[if !supportLists]--><!--[endif]-->**Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. <!--[if !supportLists]--><!--[endif]-->V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. <!--[if !supportLists]--><!--[endif]-->Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. <!--[if !supportLists]--><!--[endif]--> V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. <!--[if !supportLists]--><!--[endif]-->Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. <!--[if !supportLists]--><!--[endif]-->Completed Targeted Positions Template for your office (Excel file attached)
3. <!--[if !supportLists]--><!--[endif]-->Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

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3. <!--[if !supportLists]--><!--[endif]-->VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. <!--[if !supportLists]--><!--[endif]-->Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. <!--[if !supportLists]--><!--[endif]-->Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. <!--[if !supportLists]--><!--[endif]-->VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/26/2017 1:42:25 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx

**Importance:** High

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

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6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/12/2017 12:15:52 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**BCC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Fwd: Question about internal merit promotion and safe positions  
**Attachments:** VSIP request template FINAL.pdf; ATT00001.htm

Could you please forward to RHROs and PMOs? On our way to pick up Lindsay from VCU!

Sent from my iPhone

Begin forwarded message:

**From:** "Showman, John" <Showman.John@epa.gov>  
**Date:** May 11, 2017 at 5:25:23 PM EDT  
**To:** ARA <ARA@epa.gov>  
**Cc:** "Vizian, Donna" <Vizian.Donna@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>  
**Subject:** Question about internal merit promotion and safe positions

At the ARA call earlier this week, there was a question if vacated "safe positions" could be competed.

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

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**From:** Sanders, Amy  
**Sent:** Tuesday, May 09, 2017 1:30 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Lindsay, Nancy <[Lindsay.Nancy@epa.gov](mailto:Lindsay.Nancy@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>  
**Subject:** Question about internal merit promotion and safe positions

Loretta,

The question today was whether or not a given organization with 100 employees could designate 90 as safe and offer a maximum of 10 VERA/VSIPs to their entire organization. At the end of the VERA/VSIP 10 employees have accepted 10 offers and left. Could the organization utilize a combination of reassignments and internal merit promotions to ensure that all 90 safe positions were filled? The organization would, of course, follow merit system principles and select the best qualified candidate from an appropriate source for any merit promotions, but would continue to utilize reassignments until the 90 safe positions were occupied and the 10 VERA/VSIP offered positions were eliminated or restructured in accordance with their VERA/VSIP proposal.

R5 is not planning on utilizing the safe positions concept in our current draft, as we are finding that the safe position concept would be more useful (for us at least) in a budget—based reduction, rather than an efficiency based package. However, I believe the above question is important to have a shared understanding on should we be directed to do a deeper VERA/VSIP offering at some later date. There may be regions that need this question addressed now in order to participate in this round (and Nancy may have more information on that). If you don't want to reach out to OPM with this question at this time, perhaps interested programs/regions could include a very transparent description of what they are doing in their VERA/VSIP write up. Actually saying they plan to fill their safe positions through whatever they plan on doing, such as reassignment, reassignment after qualification standards are met via details, modifying qualification standards, and merit promotions. OPM/OMB could then approve or disapprove that language in the VERA/VSIP proposal—ultimately answering the question.

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/27/2017 3:10:46 PM  
**To:** Schreefer, Kenneth [Schreefer.Kenneth@epa.gov]  
**Subject:** PPTD weekly  
**Attachments:** PPTD Weekly Report for May 1-5 2017.docx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/20/2017 1:57:32 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: V/V communications  
**Attachments:** VERA-VSIP AnnouncementFlynnJune 19 2017 .docx; Talking Points - VERA and VSIP Town Hall Meetings june 19.docx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Tuesday, June 20, 2017 8:55 AM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Carter, Pamela <Carter.Pamela@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Feeley, James <Feeley.James@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; McKnight, Giovanna <McKnight.Giovanna@epa.gov>; Miles, Ramona <Miles.Ramona@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Ocampo, William <Ocampo.William@epa.gov>; Porter, Lamar <Porter.Lamar@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; RHRO <RHRO@epa.gov>  
**Subject:** V/V communications

Hi Everyone,

We received the green light to move forward. Here is the current plan. A mass mailer will be sent out at 2PM. I am attaching it for your information. You are free to have your conversations with staff following the release of the mass mailer. Attached are talking points for your use. There is a section you will need to fill in with your own information. Please remember it is considered a formal discussion and you must invite the union. **Please do not share the mass mailer further.**

Thank you for your patience. Please call if you have questions.

Donna



Message

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**From:** Hitchens, Lynnnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]  
**Sent:** 6/5/2017 3:02:53 AM  
**To:** Lemley, Lauren [Lemley.Lauren@epa.gov]  
**Subject:** FW: OARM V/V Business Case  
**Attachments:** OARM business case 6-2-17 lh.docx

**Importance:** High

Lauren – This doesn't look too bad. I'm not clear on the safe position issue –not sure if you understand this or not. If not, please give Loretta a call, and see if we should be designating safe positions for anything that is being restructured or eliminated.

Also, we will need to get the budget chart finished. Let's discuss tomorrow – give me a call.

Lynnnann Hitchens  
Acting Director, Office of Resources, Operations and Management  
Office of Administration and Resources Management  
P: 202-564-3184

M: Ex. 6 - Personal Privacy

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**From:** Hunt, Loretta  
**Sent:** Friday, June 02, 2017 1:11 PM  
**To:** Hitchens, Lynnnann <hitchens.lynnann@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** OARM V/V Business Case  
**Importance:** High

Please see my comments in the attached document and revise accordingly. Also, has OARM provided budget information? If you have any questions, please contact me.